

## North Delhi Municipal Corporation

### Expression of Interest (Eol)

**“Supply, Installation, Commissioning, Implementation and Maintenance of Bio-Metric Enabled Robust Attendance Control System in the Schools under North Delhi Municipal Corporation for 5 Years”**

28<sup>th</sup> January, 2014

Office of the Director (Education),  
North Delhi Municipal Corporation,  
15<sup>th</sup> floor, Dr. SP Mukherjee Civic Centre,  
JLNehru Marg, Minto Road, New Delhi-110002.

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*Signature*  
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J. C. Jaiswal  
Asstt. Director (Eol)  
North Delhi Municipal Corporation  
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 Asstt. Director (Gen.)  
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 15th Floor, 1st Wing  
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## DISCLAIMER

This Expression of Interest document is being issued on behalf of North Delhi Municipal Corporation (NORTH D.M.C.) as the first stage of a three stage bid process for "Supply, Installation, Commissioning, Implementation and Maintenance of Bio-Metric Enabled Robust Attendance Control System in the Schools under North Delhi Municipal Corporation for 5 years".

The Bio-Metric enabled robust attendance solutions sought under this Expression of interest would be utilized for recording attendance of Teaching and Non-Teaching staff in the Schools under North Delhi Municipal Corporation (NORTH D.M.C.).

The sole objective of this document is to solicit Expression of Interest (Eoi) from eligible agencies to be short-listed for consideration in the second stage of the bid process, wherein a Request for Proposal (RFP) would be issued to the short-listed Eoi Respondents based on the evaluation of Eois, for implementation of the Bio-Metric enabled attendance control system in the Schools under North Delhi Municipal Corporation.

This document has been prepared on the basis of information that is presently available with North Delhi Municipal Corporation (North D.M.C.). While this document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by North Delhi Municipal Corporation (NORTH D.M.C.) or any of their employees, advisors or agents appointed by North Delhi Municipal Corporation (NORTH D.M.C.) as to or in relation to the accuracy or completeness of this document and any liability thereof is hereby expressly disclaimed. Interested Parties may carry out their own study/analysis/ investigation as required before submitting their Eoi Response.

The information on Technical/ Implementation solution/ Functional requirements provided in this Eoi Document is only indicative in all respects. Relevant technical and solution information to be reflected in detailed scope of work, solution architecture, technical specifications etc. shall be provided in the RFP to be issued to shortlisted Eoi Respondents.

This document does not constitute an offer or invitation, or solicitation of an offer, nor does this document or anything contained therein shall form a basis of any contract or commitment whatsoever.

North Delhi Municipal Corporation  
 J. C. JOSHI  
 Asstt. Director (Edn.)  
 101, Sector-10, Connaught  
 Place, Delhi-110029

## Section I - Invitation for Expression of Interest (Eol)

## 1. Invitation for Expression of Interest (Eol)

- 1.1 This invitation is for submission of Expression of Interest regarding "Supply, Installation, Commissioning, Implementation and Maintenance of Bio-Metric Enabled Robust Attendance Control System in the Schools under North Delhi Municipal Corporation (NORTH D.M.C.) for 5 years".
- 1.2 Tenderers are advised to study the Eol Document carefully. Submission of Eol response shall be deemed to have been done after careful study and examination of the Eol Document with full understanding of its implications.
- 1.3 Sealed offers, prepared in accordance with the procedures enumerated in this Eol document, should be submitted not later than the date and time laid down under Clause 1-6 (d), at the address given in Clause 1.6 (c).
- 1.4 The Eol Response must be accompanied by a Earnest Money Deposit (EMD)/ Bid Security of Rs. 50,000/- (Rupees Fifty Thousand Only).
- 1.5 This Eol document is not transferable.
- 1.6 Schedule for Invitation to Eol :

(a)	Name of the Purchaser	Commissioner, North Delhi Municipal Corporation (NORTH D.M.C.)
(b)	Location where the services are to be provided and implemented	Office of the Director (Education), North Delhi Municipal Corporation (NORTH D.M.C.) and the Schools under NORTH D.M.C. at such locations in Delhi, as may be approved by the Commissioner, North Delhi Municipal Corporation (NORTH D.M.C.).
(c)	Addressee and Address to which Eol to be submitted	Director (Education), North Delhi Municipal Corporation (NORTH D.M.C.), 15 <sup>th</sup> floor, Dr. SP Mukherjee Civic Centre, JLNehru Marg, Minto Road, New Delhi-110002
(d)	Latest time and date for submission of Eol responses	On or before 13:00 hours on 10 <sup>th</sup> March, 2014
(e)	Place of opening of Eol responses	Office of Director (Education), North Delhi Municipal Corporation (NORTH D.M.C.), 15 <sup>th</sup> floor, Dr. SP Mukherjee Civic Centre, JLNehru Marg, Minto Road, New Delhi-110002
(f)	Time and Date of opening of Eol responses	at 14:00 hours on 10 <sup>th</sup> March, 2014
(g)	Contact person of NORTH D.M.C. for any clarification on the Eol Document	Director (Education), North Delhi Municipal Corporation (NORTH D.M.C.), 15 <sup>th</sup> floor, Dr. SP Mukherjee Civic Centre, JLNehru Marg, Minto Road, New Delhi-110002 Tele No. 011-23226507/23226508/23226511/23226423/23226428, E-mail : director@ndmcc@gmail.com
(h)	Date till which the Eol Response should be valid	180 days from the date of opening of the Eol responses

Note: The NORTH D.M.C. shall not be responsible for non-receipt/ no-delivery of the Eol responses due to any reason whatsoever.

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 New Delhi-110002

## Section II - Introduction

### 2. INTRODUCTION

- 2.1. North Delhi Municipal Corporation (NORTH D.M.C.) invites Expression of Interest (Eol) under a three stage Tender Process, from the Original Equipment Manufacturers or their Authorized Agents/ Distributors/ Partners/ Suppliers Bio-Metric Devices for "Supply, Installation, Commissioning, Implementation and Maintenance of Bio-Metric Enabled Robust Attendance Control System in the Schools under North Delhi Municipal Corporation for 5 years"
- 2.2. This Expression of Interest (Eol) document includes the following sections:
- (i) Section 1 - Invitation for Expression of Interest (Eol)
  - (ii) Section 2 - Introduction
  - (iii) Section 3 - Tender Process
  - (iv) Section 4 - Instructions to Prospective Respondents
  - (v) Section 5 - Schedule of Requirements and Scope of Work
- 2.3 Interested parties are requested to submit their Eol Response, with all supporting documents, in accordance with "Section 1 - Invitation for Expression of Interest (Eol)" and as per Schedule of Invitation to Eol laid down under Clause 116 of this Eol Document.

## Section III - Tender Process

### 3. TENDER PROCESS

- 3.1 Tender Methodology
- (i) The methodology proposed to be adopted will be three stage bid process comprising of Expression of Interest in the first stage. The first stage will include short listing of Eol Respondents based on Eol responses and qualifications of the Eol Respondents. The short listed Eol Respondents will then be eligible for participation in the second stage.
  - (ii) The second stage of Bid process will comprise of inviting techno-commercial bids, through an RFP (Request for Proposal) in two cover systems namely technical bid cover and commercial bid cover. The technical bids will be evaluated first which may be followed by a technical discussion, if required. Thereafter, technical short listing will be done.
  - (iii) The third stage of tendering process will comprise of opening of commercial bids of the technically short listed tenderers and the final commercial evaluation will be done for award of contract.

## Section IV - Instructions to the Prospective Respondents

### 4. Instructions to the Prospective Respondents

- 4.1 Eligible prospective Respondents should read this Document in detail and assess their capabilities for "Supply, Installation, Commissioning, Implementation and Maintenance of Bio-Metric Enabled Robust Attendance Control System in the Schools under North Delhi Municipal Corporation for 5 years".
- 4.2 This document is only an Expression of Interest for short-listing of Eol Respondents for issue of the RFP in the second stage of the bid process for subsequent technical

  
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commercial evaluation for determination of the lowest quote for 'Supply, Installation, Commissioning, Implementation and Maintenance of Bio-Metric Enabled Robust Attendance Control System in the Schools under North Delhi Municipal Corporation for 5 years'.

- 4.3 Interested prospective Respondents may obtain the Eol document from Office of the Director (Education), North Delhi Municipal Corporation, during working hours on all working days from Monday to Friday between 10:30 hrs to 15:00 Hours, on or before 18<sup>th</sup> February, 2014, by making a payment of non-refundable amount of Rs. 5000/- (Rupees Five Thousand only) in the form of a bank draft/ pay order. Alternatively, the Eol Document can also be downloaded from the website [www.mcdonline.gov.in](http://www.mcdonline.gov.in) under 'Tenders' section. In such a case, the non-refundable amount of Rs. 5000/- (Rupees Five Thousand only) in the form of a bank draft/ pay order should be enclosed with response to EOI document. The Bank Draft should be drawn in favor of "Commissioner, North Delhi Municipal Corporation" and payable at New Delhi.

Please note that the Eol response of a respondent shall not be entertained in case the cost of Eol document is not paid by them as per the details mentioned above.

- 4.4 Any subsequent corrigenda/ clarifications to the Eol Document will be made available on [www.mcdonline.gov.in](http://www.mcdonline.gov.in).

- 4.5 Interested agencies may submit their Expression of Interest (Eoi) by providing all the necessary documents in English as specified in the Response Formats for each of the eligibility criteria as proof of having the minimum requirements.

- 4.6 NORTH D.M.C. reserves the right to withdraw this Eol if it is determined that such action is in the best interest of North D.M.C. Short-listed companies would only be issued formal tender enquiry/Request for Proposal inviting their technical and commercial bids at a later date. NORTH D.M.C. reserves the right to determine the shortlist of agencies based on the responses to this Eol. NORTH D.M.C. undertakes that all the information shared by the Eol Respondents will be held in strict confidence and will not be made public unless directed by court of law.

- 4.7 No price details for any offered item should be shared at this Eol stage.

- 4.8 Clarification on Eol Document

- (i) A prospective Eol Respondent, requiring any clarification on the Eol Document, may send a written request for clarification (s) to the NORTH D.M.C., at the NORTH D.M.C.'s mailing address indicated in Clause 1.6 (g), on or before the last date for seeking clarification prescribed in Clause 4.17 (1) of this Eol document. The duly signed hard copy of the clarification request should also be submitted at the NORTH D.M.C.'s address indicated in Clause 1.6 (c). The queries must be submitted in Microsoft Excel format as follows:

Sr. No.	Clause No.	Page No. of Eol Document	Existing Provision in the Clause	Clarification Sought
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- (ii) The NORTH D.M.C. will respond in writing, to any request for clarification (s) on the Eol Document, received not later than the date prescribed by the NORTH D.M.C. in Clause 4.17 (1) of this Eol document. Written copies of the NORTH D.M.C.'s response (including an explanation of the clarification sought without identifying the source of inquiry) will be sent to all prospective Eol Respondents who make request for clarification (s) on the Eol Document. NORTH D.M.C.'s response to clarifications sought will also be uploaded on the Website of NORTH D.M.C.

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 Asstt. Director (Tech.)  
 North Delhi Municipal Corporation  
 20-Parade, New Delhi

## 4.9 Amendments in Eol Document

At any time prior to the last date for submission of Eol Response, NORTH D.M.C. may for any reason, modify the Eol Document by way of Addendum/ Corrigendum. The modifications will be notified on NORTH D.M.C.'s website and such Addendum/ Corrigendum shall be binding on the Respondent/prospective Respondents.

## 4.10 NORTH D.M.C.'s Right to Accept Any Eol Response and to Reject Any or All Eol Response(s)

NORTH D.M.C. reserves the right to accept any Eol Response, and to annul the Eol process and reject all Eol Responses at any time, prior to shortlisting of Eol Respondents, without thereby incurring any liability to the affected Eol Respondent or Respondents or any obligation to inform the affected Eol Respondent or Respondents of the grounds for the NORTH D.M.C.'s action.

## 4.11 Clarification on Eol Response Submitted

During evaluation, NORTH D.M.C. may, at its discretion, ask the Eol Respondent(s) for clarification on their Eol Response. The prospective Respondent(s) is/are required to respond within the time frame prescribed by NORTH D.M.C.

## 4.12 Period of Validity of Eol Response

(i) Eol Response shall remain valid for 180 days after the date of opening of Eol Responses prescribed by the NORTH D.M.C. **An Eol Response valid for a shorter period may be rejected by the NORTH D.M.C. as non-responsive.**

(ii) In exceptional circumstances, the NORTH D.M.C. may solicit the Respondent's consent to an extension of the period of validity of Eol Response. The request and the responses thereto shall be made in writing (or by eMail). A Respondent may refuse the request for extension of the period of validity of Eol Response. A Respondent granting the request will not be required nor permitted to modify its Eol Response.

## 4.13 Eol Respondent's Qualification

(i) The "Respondent" as used in the Eol documents shall mean the one who has signed the Eol Response. The Respondent may be either the Constituted attorney of the company or the Principal Officer or his duly Authorized Representative in which case he/ she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, be furnished and signed by the Respondent.

(ii) It is further clarified that the individual signing the Eol Response or other documents in connection with the Eol must certify whether he/she signs as :

a) Constituted attorney of the company.

OR

b) The Principal Officer or his duly Authorized Representative of the company, in which case he/she shall submit a certificate of authority on behalf of the company.

(iii) The Respondent shall sign its Eol Response with the exact name of the Company to whom, the RFP is to be issued for further participation in the Second Stage of Tender Process and the Contract is to be awarded in the event of selection in the Third Stage of Tender Process. The Eol Response shall be duly signed and sealed by a duly authorized officer executed under his seal.

(iv) The Respondent shall clearly indicate their legal constitution and the person signing the Eol Response shall state his capacity and also source of his ability to bind the Respondent.

(v) The power or authorization, or any other document consisting of adequate proof

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of the ability of the signatory to bind the Respondent shall be annexed to the Eol. **NORTH D.M.C. may reject outright any Eol Response not supported by adequate proof of the signatory's authority.**

#### 4.14 Procedure for Submission of Eol Response

- a) The Eol Respondent is expected to examine all instructions, forms, general terms & conditions, and Schedule of requirements in the Eol Document. Failure to furnish all information required by the Eol Document or submission of an Eol Response not substantially responsive to the Eol Document in every respect will be at the Respondent's risk and may result in the rejection of the Eol Response.
- b) The Eol Response and all associated correspondence shall be written in English and shall conform to prescribed formats.
- c) The Respondents are expected to submit the Eol responses, before the date and time, covering all the required information in the Proforma wherever provided, incomplete or late Eol Responses are liable to be rejected outright.
- d) The Eol Responses should be submitted in a sealed envelope- super scribbling 'Response to the Eol for "Supply, Installation, Commissioning/ Implementation and Maintenance of Bio-Metric Enabled Robust Attendance Control System in the Schools under North Delhi Municipal Corporation for 5 years"' and the name of the Respondent on the outer envelope. The envelope should contain the following:
  - (i) Two (2) hard copies of the Eol Responses;
  - (ii) Demand Draft towards Eol Deregistration Fee (if the Eol document is downloaded from the NORTH D.M.C. website);
  - (iii) The EMD of requisite amount, in the form of a Bank Guarantee, as stated in Clause 4.20; and
  - (iv) Two (2) soft copies in separate non-re-writable CDs in MS Excel/Word format
- e) Each copy of the Eol Response should be a complete document and should be bound as a volume. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Eol Response.
- f) The Respondent must ensure that the documents/ information furnished by them in the respective non-re-writable CDs are identical to that submitted in the original paper (hard copy) Eol Response. In case of any discrepancy observed by the NORTH D.M.C. in the contents of the non-re-writable CDs and the original paper (hard copy) Eol Response, the documents/ information furnished in the original paper Eol Response shall prevail over the soft copy.
- g) The sealed envelope, as mentioned above in Clause 4.14 (d), should be submitted at the address given in Clause 1.6 (c).

#### 4.15 Mandatory List of Documents to be Submitted with the Eol Response

S. NO.	CONTENTS
1	FORM I - Eol Response Particulars
2	FORM II - Eol Response Letter
3	FORM III - Profile of the Respondent
4	FORM IV - Technical Specifications in respect of each of the Devices/ Equipment offered
5	FORM V - Compliance to Pre-Qualification Requirements
6	FORM VI - Solution Proposed
7	FORM VII - Verification
8	FORM VIII - Manufacturer Authorization Form
9	FORM IX - Proforma for Bank Guarantee - EMD
10	Technical Brochure/ Data Sheets of the Devices/ Equipment Offered
11	Power of Authorization (Please refer to Clause 4.13)

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S. NO.	CONTENTS
12	Certificate of Incorporation from the Registrar of Companies or Certificate of Registration from the Registrar of Firms
13	Proof for Eol Respondent's PAN, VAT No., and Service Tax number.
14	Self-Declarations/ Certificate as stipulated in Clauses 4.18

4.15 **Format and Signing of Eol Response**

- (i) The Respondent shall prepare two copies of Eol Response, clearly marking each "Original", and "First Copy" as appropriate. In the event of any discrepancy between them, the original shall govern.
- (ii) The original and first copy of the Eol Response shall be typed or written in indelible ink. The original and first copy shall be signed by the Respondent or a person or persons duly authorized to bind the Respondent. The authorization shall be indicated by written power-of-attorney accompanying the Eol Response pursuant to Clause 4.13. All pages of the Eol Response, except for un-amended printed literature, shall be initialed and stamped by the person or persons signing the Eol Response.
- (iii) The Eol Response shall contain no interlineations, erasures or overwriting except, as necessary to correct errors made by the Respondent, in which case such corrections shall be initialed by the person or persons signing the Eol Response.
- (iv) Hard copies of the Eol Response as well as the soft copy (in Word/ Excel Format) of the same, on non-re-writable CDs, should be submitted at the address given in Clause 4.6.

4.17 **Timelines for the Eol**

- (1) Last date for seeking clarifications\* : 21<sup>st</sup> February, 2014  
 (2) Date for Issue of Response to Clarifications sought : 27<sup>th</sup> February, 2014  
 (3) Last date for submission of Eol response (Form I to IX) : 10<sup>th</sup> March, 2014  
 (4) Date of Opening of Eol Responses : 10<sup>th</sup> March, 2014

4.18 **Conditions for Pre-Qualification of Eol Respondents**

The Respondent (OEM of Biometric Devices/ Equipment or their authorized System Integrator) to this Eol should meet the following eligibility criteria with supporting documents.

S. No.	Condition for Pre-Qualification	Proof/ Supporting Document (s) to be enclosed with the Eol Response
1	Eol Occupancy fee in the form of a Bank Draft/ Pay Order/ Demand Draft/ Cheque	Proof of Payment (copy of GI Receipt) of Eol Document Fee if the Eol Document was purchased from the office of North D.M.C. or Bank Draft/ Pay Order if the Eol Document was downloaded from the website of North D.M.C.
2	Earliest Money Deposit (in original) of the prescribed amount and validity, in the form of Bank Guarantee, pursuant to Clause 4.20.	Original Bank Guarantee issued by a Nationalized/ Scheduled Bank
3	Respondent should have minimum turnover of Rs. 3,00,00,000/- (Rupees Three Crore Only) from Supply and installation of Bio-Metric Solutions in the last 5 years through single / multiple work orders for Govt. Departments.	The respondent should submit copy of duly certified statement from their appointed statutory auditor or from the Company Secretary
4	Respondent should have supplied and installed at least 800 nos. of Bio-Metric Devices/ Equipments in the last 5 years through single / multiple work orders for Govt. Departments.	Customer confirmation for satisfactory execution of the Work Order (s) with copies of relevant work orders.
5	The Eol Respondent (in case other than OEM) should have valid authorizations from the respective OEMs. One Bio-metric OEM can authorize only one System Integrator. One Eol Respondent can make only one Eol	Manufacturer/ Authorization Form in the format prescribed in FORM VIII
6	Respondent should have valid certifications for ISO 9001, ISO 20000-1:2011, CMMI-Level 3, ISO 27001.	Copies of the valid Certifications
7	Respondent should be registered in India for more than 5 years.	The Certificate of Incorporation and Certificate of Commencement of Business

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Director  
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S. No.	Condition for Pre-Qualification	Proof Supporting Document (s) to be enclosed with the Eol Response
8	should have positive Net Worth in last 3 years.	Issued by the Registrar of Companies or equivalent authority. The respondent should submit copy of duly certified statement from their appointed statutory auditor or from the Company Secretary.
9	The total manpower of the Respondent should be more than 200.	The Respondent should submit duly certified statement by their Chief Executive Officer/ Managing Director/Country or Regional Head.
10	should have its service centres/ offices/ project locations in Delhi NCR. A certificate with the list of offices/service centres/project locations duly signed by the authorized signatory should be provided as evidence.	The Respondent should submit the list of offices/ service centres/ Project locations duly signed by the Chief Executive Officer/ Managing Director/Country or Regional Head.
11	If the family member(s) of any employee of North Delhi Municipal Corporation or any other Municipal Corporation in Delhi is/ are associated with the Respondent, the same fact should be clearly disclosed.	A self-declaration in this regard along with the submitted along with the Eol response.
12	The Respondent should not have been convicted under anti-corruption policy of Government of India / Government of NCT of Delhi / any ULB in Delhi and blacklisted by them. If ever blacklisted, the information with brief facts of such instances must be disclosed up front in the Eol Response. A self declaration in this regard should be submitted alongwith the Eol response.	A self declaration duly signed by the Chief Executive Officer/ Managing Director/Country or Regional Head.

Accordingly, for the purpose of pre-qualification of Respondents (Bio-metric OEM or their authorized System Integrator), the Respondents should enclose in their Eol Response, Compliance to Pre-Qualification Requirements duly supported by necessary documentary evidences, in the format prescribed in FORM V.

#### 4.19 Eol Evaluation Methodology

The Eol Evaluation Methodology, proposed to be adopted, is a three stage evaluation process as under:

- (i) **Stage 1:** In this stage the Eol Respondents will be shortlisted on the basis of their eligibility, determined in accordance with the eligibility conditions stipulated in **Clause 4.18 - Conditions for Pre-Qualification of Eol Respondents** and examination of supporting documents submitted by the Eol Respondents. The decision of the North Delhi Municipal Corporation (North DMC) in this regard shall be final.
- (ii) **Stage 2: Demonstration:** In this stage, as part of the Eol evaluation process, the Eol Respondents, who have been shortlisted in **Stage 1**, shall have to demonstrate their respective proposed solution with the following minimum functionality:
- Bio-metric attendance system with 2 sites (1 local, 1 remote) for marking and updating (with GPRS functionality) the attendance.
  - Application Software must offer some limited features (such as marking, updating and editing the attendance etc.) as mentioned in the scope of work section.
- (iii) **Stage 3:** In this stage of Eol Evaluation Methodology, the Eol Respondents, who have successfully demonstrated their proposed solution in the **Stage 2** of evaluation will be declared successful and will be eligible for further participation in the **Second Stage of the Tender Process** mentioned in **Section 3** of this Eol Document. The decision of the North Delhi Municipal Corporation (North DMC) in this regard shall be final.

- 4.20 **EARNEST MONEY DEPOSIT (EMD):** The Eol Response should be accompanied with an Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousands Only), in the form of a bank guarantee issued by a Nationalized / Scheduled Bank and valid for 60

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days beyond the validity period of the Eol. The bank guarantee should be submitted in formal given "FORM VIII - Proforma for Bank Guarantee – EMD".

4.20.1 Any Eol Response without the Earnest Money Deposit (EMD) shall be summarily rejected.

4.20.2 The EMD of the unsuccessful Respondents would be returned within one month of issuing of RFP to successful Respondents.

4.20.3 In the case of successful Respondents however, the bank guarantee would remain in force till Tender Process is complete. Accordingly, the successful respondents may have to extend the EMD, if required, till such time.

4.20.4 The EMD will be forfeited on account of one or more of the following reasons:

(i) if the Respondent, having been notified of the acceptance of its Eol by the NORTH D.M.C. during the period of validity of Eol

(a) Withdraws his participation from the Eol during the period of validity of Eol Response; or

(b) Fails or refuses to participate in the subsequent tender process after having been short listed in accordance with the conditions stipulated in this Eol Document;

(ii) The Respondent does not respond to the requests for clarification (s) / additional information, as asked by NORTH D.M.C., during the tender evaluation process

(iii) The Respondent resorts to unethical practices or any practice that may mar the chances of rival Respondents in the form of complaints / RTIs / Newspaper reporting about competing Respondents post the phase when the Eol/ RFP has been published.

#### 4.21 General Instructions

(i) The Respondent must be able to commit to engaging with the NORTH D.M.C. for at least 6 years.

(ii) The Respondent should agree to make presentations related to the information sought in response to this Eol, if so requested by NORTH D.M.C..

(iii) The Respondent shall bear all the costs for participation in each stage of the Tender Process, including preparation of responses to the Eol or RFP, and must be ready to undertake this activity on its own.

(iv) The Respondents shortlisted on the basis of this Eol must develop and demonstrate a proof of concept, with basic functionality, if so requested by NORTH D.M.C. during the Technical proposal stage. The demonstration would be part of the technical evaluation during the technical/ financial bid process and the companies short-listed must be prepared to bear the costs for the same.

(v) Respondents declared by the NORTH D.M.C. to be ineligible to participate for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.

(vi) Any false information provided in the Eol Response with respect to citations, Projects handled, Office locations or any other information, if found out by the NORTH D.M.C., would lead to disqualification of the Eol Respondent.

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## Section V – Schedule of Requirements and Scope of Work

### 5. SCHEDULE OF REQUIREMENTS AND SCOPE OF WORK

#### 5.1. Background

The North Delhi Municipal Corporation (NORTH D.M.C.) desires to implement a robust Bio-metric Attendance System in schools for its teachers and non-teaching staff. There are about 758 schools running in about 560 buildings and strength of teachers & non-teaching staff in schools varies from 5 to 40. In the school buildings where two schools are running in two different shifts, there can be single Bio-metric Machine.

This Expression of interest (EoI) is invited to explore the solutions based on robust and highly reliable Bio-metric system which are economical to install and easy to maintain and to discover various conditions of subsequent tendering and optimal SLA linked payment schedule. It should further be noted, that, only those bidders, who participate in EoI stage and are shortlisted, will be issued the RFP for participating in the second stage of tender process.

#### 5.2. Brief Schedule of Requirements

In the proposed setup, there shall be Bio-metric devices (with inbuilt finger sensor and camera) installed in the schools under North Delhi Municipal Corporation (NORTH D.M.C.). These devices shall be connected with the server having Attendance Software housed in the Server Room at NORTH D.M.C. HO. Each day the NORTH D.M.C. School faculty/staff will register their attendance with the Bio-metric device. The device will transfer the attendance data to the Server. The attendance marked at the school shall be automatically updated into the Server for further processing.

Initially all the existing staff / faculty members will be required to get themselves enrolled with their credentials for marking their attendance. This will be a one-time activity that will be managed and carried out by the Implementing Agency which will physically visit all the NORTH D.M.C. Schools. Thereafter, any status change is occurred in the staff/faculty of any school, an appropriate application with approval from competent authority must be forwarded to the Implementing Agency which will update the details in the centrally located server within pre-approved reasonable time. In future, if any new staff/faculty is joining in the NORTH D.M.C. School, the new Staff shall be required to visit the central site (maintained by Implementing Agency) for one time enrollment activity with the Bio-metric details or can be done in school.

#### 5.3. Scope of Work

5.3.1. The solution should be built on robust client-server architecture and supports multiple simultaneous clients which enable admin and staff to perform their function with utmost ease.

5.3.2. The application software should be able to provide various employee attendance and HR related functionalities, e.g. Daily Attendance, Employee Time policies, weekly offs, Partial Day Working, Monthly Attendance Summary, Leave Management etc. The same system shall interface to other existing systems like Payroll etc.

5.3.3. The application must be integrated with the NORTH D.M.C. e-gov Project.

#### 5.3.4. Features of the offered System:

- (1) Accurate tamper proof Attendance
- (2) Automatic Attendance Updating on the server
- (3) Daily Absentee Report
- (4) Daily attendance Register
- (5) Monthly attendance Register
- (6) Inbuilt Camera Option for marking real time attendance of staff who instantly faces problem with finger recognition for a set no of times.
- (7) Ability to provide dashboard at Zonal and HQ level.
- (8) Data Migration from as-is system

4  
 Kumar  
 21/07/14  
 Asst. Director (Gen)  
 HR, D.O. North D.M.C.  
 New Delhi  
 EoI Ref. No. NDMC/EDUCATION/BIO-METRIC/EoI002 dated 21/07/2014

FORM I

## FORM I – RESPONSE PARTICULARS

Response Particulars for Eol Reference Number: Eol No. NDMC/EDUCATION/BIO-METRIC/Eo/002 dated 28/07/2014

S. No.	Item of Information	Information Provided by the Respondent												
1	Name of the Respondent													
2	Address of the Respondent													
3	Name of the Original Equipment Manufacturer (OEM) / Developer of the Product(s) offered													
4	Address of the OEM/ Developer of the Product(s) offered													
5	Place of Manufacture/ Development of the Product(s) offered													
6	Service facilities available for maintenance													
7	Availability of spare parts (for hardware components)													
8	Respondent's proposal number and date													
9	Name & address of the Contact Person of the Respondent to whom all references shall be made regarding this Eol	<table border="1"> <tr> <td>Name</td> <td></td> </tr> <tr> <td>Address</td> <td></td> </tr> <tr> <td>Tel. No.</td> <td></td> </tr> <tr> <td>Cell No.</td> <td></td> </tr> <tr> <td>Fax No.</td> <td></td> </tr> <tr> <td>Email ID</td> <td></td> </tr> </table>	Name		Address		Tel. No.		Cell No.		Fax No.		Email ID	
Name														
Address														
Tel. No.														
Cell No.														
Fax No.														
Email ID														

Witness :  
Signature  
Name  
Address  
Company  
Date

Respondent :  
Signature  
Name  
Designation  
Company  
Date

Company Seal

*Sharma*  
28/07/14  
J. C. JOSHI  
Asstt. Director (Gen.)  
DMRC  
T-9, Sector-10, Connaught Place  
New Delhi-110028

**FORM II - RESPONSE LETTER**

**FORM II**

To

The Director (Education),  
North Delhi Municipal Corporation (NORTH D.M.C.),  
15<sup>th</sup> floor, Dr. SP Mukherjee Civic Centre,  
JLNehru Marg, Minto Road,  
New Delhi-110002

Sir,

Sub: Eol No. NDMC/EDUCATION/BIO-METRIC/Eol/002 dated 28/01/2014 -  
Expression of Interest for "Supply, Installation, Commissioning,  
Implementation and Maintenance of Bio-Metric Enabled Robust  
Attendance Control System in the Schools under North Delhi Municipal  
Corporation for 5 years"

We declare that:

1) We are the Original Equipment Manufacturer (OEM) of the equipment (s)  
our OEM M/s \_\_\_\_\_ / We are the Authorized Systems Integrator of

2) Our OEM M/s \_\_\_\_\_  
Our OEM M/s are equipped with adequate machinery for production, quality  
control and testing of offered products manufactured, developed and used by us  
and that our establishment is open for inspection by the representatives of  
the North Delhi Municipal Corporation (NORTH D.M.C.).

3) We enclose herewith the complete Eol Response as required by you. This includes  
the following Documents:

S. NO.	CONTENTS
1	FORM I - Eol Response Particulars
2	FORM II - Eol Response Letter
3	FORM III - Profile of the Respondent
4	FORM IV - Technical Specifications in respect of each of the Devices/ Equipment offered
5	FORM V - Compliance to Pre-Qualification Requirements
6	FORM VI - Solution Proposed
7	FORM VII - Verification
8	FORM VIII - Manufacturer Authorization Form
9	FORM IX - Performance Bank Guarantee - EMD
10	Technical Brochures/ Data Sheets of the Devices/ Equipment Offered
11	Power of Authorization (Please refer to Clause 4.13)
12	Certificate of Incorporation from the Registrar of Companies or Certificate of Registration from the Registrar of Firms
13	Proof for Eol Respondent's PAN, VAT No., and Service Tax number.
14	Self-Declarations/ Certificate as stipulated in Clause 4.18

3) We have carefully read and understood the terms and conditions of the Eol Document.

4) I/We certify that the Respondent is:

a) The Constituted attorney of the company and the person signing the Eol Response is the  
constituted attorney of the Company.

OR

b) The Principal Officer or his duly Authorized Representative of the company, and he has  
the authority to refer to arbitration disputes concerning the business of the Company by virtue  
of the general power of attorney

(NOTE: Delete whatever is not applicable. All corrections/ deletions should invariably be duly  
initiated by the person authorized to sign the tender document.)

5. Details of enclosures:

Dated this \_\_\_\_\_ day of \_\_\_\_\_ March, 2014.

Signature of Respondent :

Name : \_\_\_\_\_  
Full Address : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Mail Id. : \_\_\_\_\_

*Signature*  
29/11/14  
K. G. JOSHI  
Asst. Director (Gen. Sec.)  
North Delhi Municipal Corporation  
New Delhi-110002

## FORM III - PROFILE OF THE RESPONDENT

S. No.	Item of Information	Information Provided by the Respondent
1	Name of the Respondent	
2	Address of Corporate/ Firm Head Quarters	
3	Date and Country of Incorporation/ Registration of Firm	
4	Manufacturing facilities/ Location & Size	
5	Place of Manufacture/ Development of the (product/s) offered	
6	Service facilities Location	
7	Availability of spare parts (for hardware components)	
8	Technical Collaborators (if any)	
	Turnover	No. in India Average value of inventory of spares per service location
		Average turnover for last three years Product-wise turnover for last three years
	Geographical Distribution of the Respondent (offices, locations to be specified with their respective staff strength)	
	Total number of installations of the product model quoted / year of announcement	World-wide (excluding India) In India
	Number of Employees	Total Number Manufacturing R & D (if any) Hardware maintenance Software
9	Name & address of the officer to whom all references shall be made regarding this Ed	Name Address Tel. No. Cell No. Fax No. Email ID

Witness:

Signature

Name

Designation

Company

Date

Respondent:

Signature

Name

Designation

Company

Date

Company Seal

*[Signature]*  
 J. C. JOSHI  
 Joint Director (Tech.)  
 E&T Deptt. (R.D.) North Circle  
 15th Floor, Civic Centre,  
 State Bldg. No. 20

**FORM IV - TECHNICAL SPECIFICATIONS**

(Note: This Form should be filled for each Model of Device/ Equipment Proposed to be offered)

Name of Organization	
Contact Person's Name	
Contact Person's address & contact details (phone and email)	

Device/ Equipment Specifications:		
S.No.	Parameter	Technical Specification of the Device/ Equipment Offered
1.	Make	
2.	Model	
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

Witness:  
Signature  
Name  
Address

Date

Respondent:  
Signature  
Name  
Designation  
Company  
Date

Company Seal

*[Handwritten Signature]*  
29/11/22  
J. C. JOSHI  
Asst. Director (Gen.)  
North Delhi Municipal Corp.  
North Delhi, New Delhi  
Tel: 011-26101234



## FORM V – COMPLIANCE TO PRE-QUALIFICATION REQUIREMENTS

S. No.	Condition for Pre-Qualification	Proof/ Supporting Document (s) to be enclosed with the Bid Response	Whether complied (Yes/ No)	Compliance Information: If complied, please state the Proof/ Supporting Document (s) provided	If complied, please provide the page no. of the Bid Response where the Proof/ Supporting Document (s) has/ have been provided
1	Bid Document fee in the form of a Bank Draft/ Pay Order pursuant to Clause 4.3	Proof of Payment (copy of GS Receipt) of Bid Document Fee if the Bid Document was purchased from the office of North D.M.C. or Bank Draft/ Pay Order if the Bid Document was downloaded from the website of North D.M.C.			
2	Highest Money Deposit (in original) of the prescribed amount and validity, in the form of Bank Guarantee, pursuant to Clause 4.2b.	Original Bank Guarantee issued by a Nationalised/ Scheduled Bank			
3	Bidder have minimum turnover of Rs. 2,00,00,000/- (Rupees Three Crore Only) from Supply and installation of Water-treatment Solutions in the last 5 years through single / multiple work orders for Govt. Departments.	The respondent should submit copy of duly certified statement from their appointed statutory auditor or from the Company Secretary.			
4	Bidder have supplied and installed at least 500 nos. of Bio-Metric Devices/ Equipment in the last 5 years through single / multiple work orders for Govt. Departments.	Customer certification for satisfactory execution of the Work Order (s) with reference to relevant work orders.			
5	The Bid Respondent (in case other than DCM) should have valid authorizations from the respective OEMs. One biometric OEM can authorize any one System Integrator. One Bid Respondent can make only one Bid.	Manufacturer Authorization Form in the format prescribed in FORM VIII			
6	Bidder should have valid certifications for ISO 9001, ISO 20000-1:2018, CMMI-Level 3, ISO 27001.	Copies of the Certifications			
7	Bidder should be registered in India for more than 5 years.	The Certificate of Incorporation and Certificate of Commencement of Business issued by the Registrar of Companies or equivalent authority			
8	Bidder should have minimum Bid Worth in last 3 years.	The respondent should submit copy of duly certified statement from their appointed statutory auditor or from the Company Secretary.			
9	The total turnover of the Respondent should be more than 200.	The Respondent should submit duly certified statement by their Chief Executive Officer/ Managing Director/Country or Regional Head.			
10	Bidder should have at service centres/offices project locations in Delhi/ NCR. A certificate with the list of addresses of service centres/project locations duly signed by the authorized signatory should be provided as evidence.	The Respondent should submit the list of offices/ service centres/ Project locations duly signed by the Chief Executive Officer/ Managing Director/Country or Regional Head.			

  
 J. C. JGSHI  
 Area Director (Gen.)  
 Civil, North DCM  
 1st Floor, Civic Centre,  
 New Connaught  
 East Delhi, New Delhi

Sl. No.	Condition for Pre-Qualification	Proof Supporting Document (s) to be enclosed with the EoI Response	Compliance Information		
			Whether completed (Yes/No)	If completed, please state the Proof Supporting Document (s) provided	If completed, please provide the page no. of the EoI Response where the Proof Supporting Document (s) has/have been provided
11	If the family member(s) of any employee of North Delhi Municipal Corporation or any other Municipal Corporation in Delhi or are associated with the Respondent, the same fact should be clearly disclosed	A self declaration in this regard should be submitted alongwith the EoI response.			
12	The Respondent should not have been sanctioned under anti-corruption policy of Government of India / Government of NCT of Delhi / any law in Delhi and throughout the information with brief facts of such instances must be disclosed up front in the EoI Response. A self declaration in this regard should be submitted alongwith the EoI response	A self declaration duly signed by the Chief Executive Officer/ Managing Director/Country or Regional Head.			

Witness :  
Signature  
Name  
Address  
Date

Respondent :  
Signature  
Name  
Designation  
Company  
Date

North Delhi Municipal Corporation

*[Handwritten Signature]*  
24/11/17

J. C. JOSHI  
Asstt. Director (EoI)  
1st North Delhi  
EoI Centre  
1st Floor, Civic Centre  
New Delhi-02

## FORM VI - SOLUTION PROPOSED

[The Respondent should give a brief description of:

- (i) The Solution proposed vis-à-vis Schedule of Requirements and Scope of Work.
- (ii) Hardware/ Software Infrastructure requirements proposed for implementation of the solution proposed.
- (iii) Device(s)/ Equipment (s) proposed with their specifications.
- (iv) Methodology for Implementation of the Solution Proposed
- (v) Manpower proposed to be deployed for implementation of the Solution Proposed
- (vi) Training Requirements for Officers and Staff of NORTH D.M.C.
- (vii) Schedule for Implementation of the Solution]

North Delhi Municipal Corporation

Witness :  
Signature  
Name  
Address  
Date

Respondent :  
Signature  
Name  
Designation  
Company  
Date

*[Signature]*  
28/11/14  
J. C. JOSHI  
Asstt. Director (Gen. Inv.)  
North Delhi Municipal Corporation  
1100, Preeti, Ganga Centre,  
New Delhi-110016

