

KILA/2021/101/856/HQ

01.03.2021

NOTICE INVITING QUOTATION

The Director General, Kerala Institute of Local Administration (KILA), Thrissur invites sealed competitive quotations valid for one month from the well experienced contractors /firms/suppliers for the supply and installation of two numbers of punching machines at KILA .

Due date & time for receipt of Quotation	09.03.2021, 1.00 PM
Time for opening of Quotation	3.00 pm on 09.03.2021
Supply	Within 7 days on receipt of supply order

Sealed envelope containing the Quotation documents duly signed by the Bidder(s) should be sent to the Director General , Kerala Institute of Local Administration (KILA), Mulamkunnathukavu P.O., Thrissur - 680 681 with a superscription "Quotation for Supply and installation of punching machines".the quotation should be accompanied by an EMD of Rs.1000/- by Demand Draft taken in favour of The Director General, payable at mulamkunnathkav.

1. The price must be quoted separately in the proforma attached to this schedule. The price should include handling, transportation charges, GST and all Taxes.
2. Quotation should reach either by Registered post or by person to 'The Director General, Kerala Institute of Local Administration (KILA), Mulamkunnathukavu P.O., Thrissur - 680 581 on or before 1.00 PM on 09.03.2021.
3. Quotations received after due date and time stated above will not be entertained under any circumstances. The Director General, KILA will not be responsible for any postal delay or misplacement of Quotation documents sent by post. Quotations will be opened at 3.00 PM on 09.03.2021 in the presence of the interested quotationers or their authorized representatives whoever are present. In case the information submitted by the Bidder is found to be incorrect/false, at any stage, quotation of such party will be rejected.
4. The Director General, KILA reserves to itself the right to reject any or all the Quotations without assigning any reason thereof and to call for any other details or information from any of the bidders.
5. The Director General, KILA shall have the right to postpone/extend the date(s) of submission of Quotation/ opening of bids.
6. The selected Bidder shall supply the items within 7 days of the date of receipt of purchase order.
7. The successful bidder has to submit 5 % of the total value as the security deposit.
8. If the selected bidder fails to supply the items within the said period of 7 days , The Director General, KILA shall be entitled to cancel the purchase order given to the bidder and make alternative arrangements for the said supply.
9. Acceptance or non-acceptance of any Quotation shall rest with the Director General, KILA at his discretion.
10. Non-compliance with any of the conditions given herein may lead to the rejection of Quotation.
11. In the event of any default, failure, negligence, breach or violation, in the opinion of Director General, KILA, on the part of the selected bidder in complying with all or any of the conditions, KILA will be entitled and be at liberty to revoke the purchase order, by serving notice in writing.
12. Incomplete or conditional or optional Quotation will not be accepted. The optional either in model or in rates will not be accepted and the quotation will be rejected.

SD/-

DIRECTOR GENERAL.





ANNEXURE 1

HARDWARE SPECIFICATION

Sl Num	Item	Description
1	Display	5" touch screen
2	Minimum Face Capacity	6,000
3	Minimum Fingerprint Capacity	6,000
4	Minimum Card Capacity	10,000
5	Minimum Transactions	200,000
6	Operation System	Linux
7	Standard Functions	ID Card, ADMS, T9 Input, DST, Camera, 9-digit User ID, Access Levels, Groups, Holidays, Anti-passback, Record Query, Tamper Switch Alarm, Multiple Verify Modes
8	Hardware	900MHz Dual Core CPU; 512MB RAM / 8G Flash; 2MP WDR Low Light Camera; Adjustable LED Supplement Lighting
9	Communication	TCP/IP, WiFi , Wiegand input/output, RS485
10	Access Control Interface	3rd Party Electric Lock, Door Sensor, Exit Button, Alarm output, Auxiliary Input
11	Facial Recognition Speed	≤1s
12	Power Supply	12V 3A
13	Working Humidity	20% - 80%
14	Working Temperature	0°C ~ 45°C (32°F ~ 113°F)
15	Dimensions(W*H*D)	91.93 * 202.93 * 21.5 (mm)
16	Prefered Brand & Moodel	ZKTeco V5L / H5L WITH WIFI equivalent or higher
17	Minimum Warranty	1 Year



SOFTWARE FEATURE REQUIREMENT

SI No	Description
1	Software should be hosted at Institution Server
2	Product Should be online-based time & attendance management system
3	Option to Enroll Multiple Administrator
4	Option to Add Multi companies
5	Auto calculation function.
6	Default timetable and shift.
7	Add & Edit employee details with ease
8	Employee Shift, Schedule, Leave Management, & Payroll
9	Device Online/ Offline Notification
10	Filter search function & Multiple search criteria
11	Supports Third-Party SMS integration & Whatsapp Notification
12	Employee report generation
13	Database backup and data transfer Option
14	Mobile App with outdoor management
15	Leave Management Facility Required
16	Software must have minimum 500 employee license and the license should perpetual license or atleast for a period of 2 year
17	Email Integration Facility is required
18	Preference will be given to Linux Server Hosted Application
19	Preference will be given to to the Device Vender own application
20	Preference will be given to to the app with Geo Location Mapping Facility



ANNEXURE 2
SPECIAL CONDITIONS

SI No	Conditions
1	Installation and configuration of Attendance Device at KILA Headquarters is the sole responsibility of Supplier concerned
2	Software Installation and Configuration in the server provided by KILA should be done by the supplier
3	Supplier should provide necessary training relating to the installation and configuration to KILA Technical Team.
4	The selected supplier should arrange for a demonstration showing all the features listed in the technical specification. Supply order will be issued only after the acceptance of the product after the demonstration
5	Brochures and all technical literature of the Product and Solution should be enclosed along with the tenders submitted
6	User Manuals (if any) should be handed over to KILA during the time of installation by the selected vendor
7	Maximum delivery period for the items in the purchase order will be two weeks from the receipt of purchase order by the supplier
8	Failure to supply and install items within the specified time as per the agreement, a penalty of one percent of the item per week will be levied. (The time will be extended only with the prior concurrence from KILA
9	Price quoted should be valid until quotations are processed. The quotations submitted without fulfilling the conditions as stated will be summarily rejected.
10	The rate quoted should be for delivery, installation and training to the Technical Team of KILA. The items should be delivered installed within two weeks from the date of receipt of the purchase order. The rates should be inclusive of all taxes, duties etc (if any).

PROFORMA FOR PRICE SCHEDULE

I/We.....hereby Certify that we are established stockists/suppliers/distributors for supply the following items at the prices indicated below:

SI NO.	QUANTITY	PRICE for 2 units	TAX (IF ANY)
1	2 Nos.		

I/We agree to abide by all the Quotation terms and conditions. I/We hereby offer to carry out the supply of the goods/items detailed above as per the tender terms and conditions.

Dated:

(Signature and seal of Bidder)

