

**THE STATE TRADING CORPORATION OF INDIA LIMITED (STC)
EXPRESSION OF INTEREST**

STC invites Expression of Interest for supply, installation, commissioning, maintenance and management of Biometric attendance system as per scope of work given herein below:

All interested parties, specifying the below mentioned pre-qualification criteria may apply to:

**Mr. T. Kerketta
Joint General Manager(P)
STC of India Limited
JawaharVyaparBhawan
Tolstoy Marg
New Delhi
Phone No.: 23462090**

SCOPE OF WORK

Supply, installation and commissioning of 17 biometric attendance machines i.e. 4 finger print bio-metric attendance machine & one multi model facial-cum-finger print machine at Corporate Office of STC at Jawahar Vyapar Bhawan, New Delhi and 12 bio-metric attendance finger print machines at various branch offices of STC i.e. Mumbai (2 units), Chennai, Kolkata, Bangalore, Agra, Ahmedabad, Bhopal, Hyderabad, Gandhidham, Jalandhar & Cochin (one unit each) along with necessary software for running the machines and generating the required reports.

Maintenance of above 17 biometric attendance machines and software also covering supply of all spare parts (except consumables) for a period of five years including first year of warranty period.

Running a Time Office in STC's Corporate office only i.e. at Jawahar Vyapar Bhawan, New Delhi for a period of five years. The Time Office will be responsible for generating and disseminating employee-wise, department-wise, company-wise daily, weekly and monthly time office/attendance report in Hindi and English. The illustrative list of the report that may be required is as follows:

- 1. 1.Daily Attendance Reports-Department wise data in hierarchy of designation showing current day's in-time and previous days out-time.**
- 2. Monthly report with daily in/out time/status/short leaves/CL/HPL/EL/ML, taken, out duties, tours & training, leave balance etc.**
- 3. Absentee Report**
- 4. Late Comings Report**
- 5. Short working hours Report**
- 6. Leave Register**
- 7. Manual report**
- 8. Late Sitting Report**
- 9. Other customized/desired report as required by various departments from time to time.**

The above list of reports is only illustrative and additional reports may be required from the beginning or from any intervening stage during the five-year period. The system should provide for maintenance of leave record (including Earned Leaves, Half Pay leaves, Medical leaves, Casual leaves, Extra Ordinary leave/,Special leaves), etc. The system should also be able to handle addition and deletion of employees, their inter department-transfers, special announcements, absence while on tour, out door duties, short leaves, compensation of time because of delayed arrival, manual updation of attendance with due authorization of competent authority etc.

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The selected parties will also be responsible for registering the finger prints of all the employees or transferring this information from the existing data base to the new system. The machines should be supplied with sufficient power back-up. The system should also have provision for adequate data back-up to avoid any data loss.

PRE-QUALIFICATION CRITERIA

Party should be a Registered Company under Companies Act with valid RPFC No., PAN,TIN, Service Tax & Sales Tax/VAT Registration.

Party should be in sale and service business of bio-metric machines for the last three years namely 2008-09, 2009-10 & 2010-11 with a minimum turnover of RS.25 lakhs in each year from sale and service of bio-metric machines.

Party should be original equipment manufacturer or authorized dealer/distributor of OEM.

Party should have supplied, installed and commissioned biometric attendance machines atleast at three locations with an employee base of atleast 200 employees in each location during the last three years.

Party should have a service cum maintenance office for the machines installed at various places to ensure prompt service and support.

Party supplying the machine/manufacturer should be ISO 9001-2008 or equivalent certified.

GENERAL TERMS & CONDITIONS

Selection will be made based on party's fulfilling the pre-qualification criteria and exhibiting relevant experience.

Parties may be called upon to make a demonstration and presentation in the STC office and to also arrange visits to their existing installations in and around Delhi/NCR.

Short listed parties will be asked to furnish financial bids alongwith EMD as deemed fit by STC. Last date of receipt of Expression of Interest is

Parties are advised to furnish, the following documentary evidence in respect of each of the pre-qualification criteria. Proposal may be rejected in the absence of such documents.

The Expression of Interest is to be submitted in the enclosed format as per Annexure I alongwith a covering letter on company's letter heads as per Annexure -II.

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DOCUMENTS TO BE ATTACHED

S.No.	Documents	Check List
I	Copy of PAN Number.	Yes/No
li	Copy of Service Tax Registration	Yes/No
iii	A statement indicating at least three major running maintenance contracts alongwith documentary Proof/certificates of having rendered satisfactory services from the clients.	Yes/No
iv	Certificates of satisfactory performance of machines issued during the last six months by at least three Govt offices, Public Sector Undertakings or large Public Limited Companies.	Yes/No
v	Certificate from a Chartered Accountant in support of turn-over from sale and service of the time attendance machine	Yes/No
vi	Copy of Certificate of Incorporation under Companies Act.	Yes/No
vii	Copy of Certificate of registration with PF.	Yes/No
viii	Copy of Certificate of registration with ESI.	Yes/No
ix	Copy of Certificate of ISO 9001-2008.	Yes/No
X	Copy of current TIN registration	Yes/No

FORMAT FOR DETAIL**A. Name of the Company****B. Address****C. Contact Persons****Name****Designation****E.mail****Fax****Phone****Mobile****D. Details of Registrations :****Party's Registration No.
under Company's Act.****RPFC No.****PAN No.****Service Tax No.****Sales Tax No./VAT Regn. No.****ISO 9001-2008 Certificate No.****E. Experience****F. Name of the Company Turnover****2008-09 Rs.....****2009-10 Rs.....****2010-11 Rs.....****G. Status****Manufacturer/Authorized dealer****H. List of Customers**

Name of the customer	No. of attendance Machines/Model	No. of employees	Contact persons Name & Phone No.

I. Details of offices**Address****Name & Designation of
Head Office****No. of Employees**

ANNEXURE-II

Party Evincing Interest in the EOI should also enclose a certificate on Letter Head of Organization as per format given below:-

EXPRESSION OF INTEREST FOR "BIO-METRIC MACHINE CERTIFICATE

I, -----, working as..... in this Organization and authorized to issue the certificate certify that:

- (a) We have gone through the contents of advertisement and related documents for this EOI and fulfill all the eligibility criteria as per EOI.**
- (b) All relevant documents are enclosed with our EOI.**
- (c) The details and contents of our EOI are authenticated and based on actual work carried out by our company as per record.**
- (c) We understand that in case it is found that we do not fulfill any of the laid down criteria, or relevant details/supporting documents are not found to be enclosed, we will not be given any opportunity for any clarifications and our EOI will be evaluated based on available documents in EOI.**
- (d)**

Dated :

**Signature of Authorized Signatory
Name
Designation.
(please affix Rubber Stamp)**