

## Notice Inviting Quotations for a Facial Authentication Attendance and Visitor Management System

NIQ No: DMER-11031/4/2022-CETIT, Dated: 14-03-2022



### GOVERNMENT OF MAHARASHTRA

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### Notice Inviting Quotations (NIQ)

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Issued by: Directorate of Medical Education and Research (DMER),

4th Floor, Government Dental College & Hospital Building,

St. George's Hospital Premises, PD Melo Road, Fort, Mumbai 400 001.

The Directorate of Medical Education and Research (DMER) is the executive arm of the Government of Maharashtra for implementing policy decisions in the domain of Medical Education and Research. The Directorate aims to implement digital systems that aid in making basic processes effortless, efficient, and timely.

Attendance management is a key feature of an organization's human resource and security functions. While essential, manual attendance and visitor management has become a time-consuming activity, resulting in a need to adopt a smarter automated solution with a short processing time and high recognition rate. With the advancement in AI, biometric solutions have been developed that collect and manage data efficiently and securely.

The DMER under the aegis of the Medical Education & Drug Department (MEDD) of Government of Maharashtra, invites interested parties with relevant understanding and expertise to provide, install and maintain an Employee Attendance And Visitor Management System for the DMER Office located in Mumbai. The solution is expected to be smart, robust, cost-effective, accurate and transparent; easily integrated with the Department's Human Resource Management System.

#### **Instructions to submit the Quotation:**

SN	Item	Detail
1.	Brief Scope	<p>The following is an indicative scope of work:</p> <ol style="list-style-type: none"><li>1) Installation of one facial authentication hardware device at the DMER Mumbai Office</li><li>2) Enrolment of all employee data on the installed device. Real time attendance of employees/ visitors across all camera conditions such as:<ol style="list-style-type: none"><li>a. Varied lighting conditions</li><li>b. Varied angles</li><li>c. Plastic Surgery/ scars/ deformities</li><li>d. Masks</li><li>e. Changes in hair or makeup</li><li>f. Accessories</li></ol></li><li>3) Integration of application data on attendance and</li></ol>

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		<p>leave with existing software such as e-HRMS</p> <p>4) Implementation of key modules which include but are not limited to:</p> <ol style="list-style-type: none"> <li>a. First In Last Out attendance tracking, reconciliation, and monitoring</li> <li>b. Leave/ holiday management</li> <li>c. Administration module</li> <li>d. Visitor and appointment tracking, reconciliation, and monitoring</li> <li>e. Two-factor authentication through OTP or QR</li> <li>f. MIS and Reporting</li> </ol> <p>5) Local hosting of data</p> <p>6) Development of storage, security and privacy standards</p> <p>7) Development and installation of a device agnostic mobile application of an employee self-service portal integrated with all modules including a Geo-Fencing functionality (Android/ Windows/iOS)</p> <p>8) Continuous software and hardware support for a period of 5 years with an on-call back-end support team</p>
2.	Quotation	<p>The quotation submitted by the agency must include a cost break-up of the following:</p> <ol style="list-style-type: none"> <li>1) Facial Authentication Hardware and Software</li> <li>2) Visitor Management System Software</li> <li>3) Mobile Application Development and Support</li> <li>4) Back-end Support</li> </ol>
3.	Eligibility Criteria	<p>Agencies submitting their quotations should have experience of installing and maintaining an Employee Attendance And Visitor Management System of any value at a minimum of one government entity and/or should be an established attendance or human resource management firm based in Mumbai with at least two years' experience in the IT domain.</p> <p>A certificate regarding the use of the system for a period of at least 6 months is desirable.</p>
4.	Documentation Required	<p>List of Documents to be attached to Quotation Response:</p> <ol style="list-style-type: none"> <li>1) Covering letter</li> <li>2) General information of the bidder (Certificate of Incorporation, GST Registration Certificate, etc).</li> <li>3) Financial capabilities of the bidder             <ol style="list-style-type: none"> <li>a. Average turnover over the last 3 financial years</li> <li>b. Audited Balance Sheets and Profit &amp; Loss Statements for the Financial Years 2017-2018, 2018-2019 and 2019-2020</li> </ol> </li> </ol>

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		<p>4) Relevant credentials of the bidder along with relevant work orders, agreements and completion certificates</p> <p>5) Understanding and technical write-up on scope of work and approach &amp; methodology.</p> <p>6) Financial Quotation including the cost break up of each item</p>
5.	Submission and Opening of Quotation	<p>Interested parties may submit a soft copy of the quotation on or before <b>4:00 pm</b> on the <b>21<sup>st</sup> of March, 2022</b> by email to <b>dmer.cetit@maharashtra.gov.in</b> and <b>itpmudmer3@maharashtra.gov.in</b>. The language of the document should be in English. Any submissions post the aforementioned date and time will not be accepted.</p> <p>The quotation will be opened at <b>10:00 am</b> on the <b>22<sup>nd</sup> of March, 2022</b> and further processes will be completed thereafter.</p>
6.	Quotation Evaluation and Contract Award	<p>Bidding parties will be required to meet the qualification criteria delineated above, in order to proceed for further evaluation.</p> <p>The DMER reserves the right to either award the complete work to one agency or split the work amongst multiple agencies. The same would be detailed as part of the ToR.</p>
7.	Delivery	<p>Within 30 days from the date of the project being awarded</p>
8.	Terms and Conditions	<p>The DMER reserves the right to accept or reject any quotation, to cancel the bid process and reject all the bids at any time prior to award of contract without thereby incurring any liability to the affected bidders or any obligation to inform affected bidders of the grounds of the Directorate's actions.</p>
9.	Queries	<p>For any queries regarding this notice inviting quotations, please contact-</p> <p><a href="mailto:dmer.cetit@maharashtra.gov.in">dmer.cetit@maharashtra.gov.in</a> and <a href="mailto:itpmudmer3@maharashtra.gov.in">itpmudmer3@maharashtra.gov.in</a></p>

Date: March 14<sup>th</sup>, 2022

Sd/-

**Commissioner,  
Medical Education & Research  
Government of Maharashtra**