

	<p>भारतीय प्रौद्योगिकीसंस्थानमद्रासचेन्ने 600 036  <b>INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036</b>  भंडार एवं क्रय अनुभाग  <b>STORES &amp; PURCHASE SECTION</b>  Email: <a href="mailto:adstores@iitm.ac.in">adstores@iitm.ac.in</a>  दूरभाष: (044) 2257 8285 / 8287 / 8288 / 8290 फ़ैक्स: (044) 2257 8082  Telephone : (044) 2257 8285/8287/8288/8290 FAX: (044) 2257 8082  GSTIN: 33AAAAI3615G1Z6</p>	
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**P.K. SHEBA SABARI**  
**Assistant Registrar (Stores & Purchase)**

**Date: 03.06.2024**

**Tender No. IITM/SPS/ATT SYS/08/2024-25/SPL**

**Due Date 24.06.2024**  
**Before 04.00 p.m.**

Dear Sirs,

On behalf of the Indian Institute of Technology Madras, Tenders are invited in two bid system, namely technical and financial bids for:

**PROCUREMENT OF STUDENT ATTENDANCE MANAGEMENT SYSTEM SOFTWARE**

Conforming to the specifications enclosed.

Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll/register before participating through the website <https://etenders.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at "Help for contractors". [Special instructions to the bidders for the e-submission of the bids online through this e-Procurement Portal"].

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/eprocure/app> as per the schedule attached.

**No manual bids will be accepted.** All tender documents including Bidder Eligibility Criteria, Technical and Financial bids should be submitted in the E-procurement portal.

1	LAST DATE for receipt of Tender	:	24.06.2024 before 04.00 p.m.
	Date & Time of opening of Tender	:	25.06.2024 @ 04.00 p.m.
	Pre-Bid Meeting	:	07.06.2024 @ 11:00 a.m. via Google Meet Video call link: <a href="https://meet.google.com/zgs-ztoi-qzq">https://meet.google.com/zgs-ztoi-qzq</a>
<b>GUIDELINES FOR TENDER SUBMISSION IN CENTRAL PUBLIC PROCUREMENT PORTAL (E-PROCUREMENT MODE)</b>			
A	निविदा की प्रस्तुति /Submission of Tender	:	<ul style="list-style-type: none"> <li>As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal URL: <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a></li> <li>The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal</li> <li>More information useful for submitting online bids on the CPP Portal may be obtained at: <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a></li> </ul>

		<ul style="list-style-type: none"> <li>All tender documents including Technical Bid &amp; Financial Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above instructions. <b>No manual bid submission will be entertained.</b></li> </ul>
B	ऑनलाइन बोली जमा के अनुदेश / Instructions for online bid submission	<p><b>REGISTRATION</b></p> <ul style="list-style-type: none"> <li>Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL: <a href="https://etenders.gov.in/e procure/app">https://etenders.gov.in/e procure/app</a> by clicking on "Online Bidder Enrolment". Enrolment on the CPP Portal is free of charge.</li> <li>As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.</li> <li>Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.</li> <li>Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/TCS/nCode/eMudhra and etc.)<a href="https://e procure.gov.in/e procure/app">https://e procure.gov.in/e procure/app</a> with their profile.</li> <li>Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.</li> <li>Bidder then may log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.</li> </ul>
C	निविदा दस्तावेज़ की खोज / Searching for tender documents	<ul style="list-style-type: none"> <li>There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.</li> <li>Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tender" folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.</li> <li>The bidder should make a note of the <b>unique Tender ID</b> assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.</li> </ul>
D	बोली की तैयारी / Preparation of bids	<ul style="list-style-type: none"> <li>Bidder should take into account any corrigendum published on the tender document before submitting their bids.</li> <li>Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.</li> <li>Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.</li> <li>To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" area available to them to upload such documents. These</li> </ul>

		documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
E	बोली की प्रस्तुति / Submission of bids	: <ul style="list-style-type: none"> <li>• Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues.</li> <li>• The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.</li> <li>• Bidder has to transfer the EMD as applicable by online mode only. The EMD should be transferred on or before the closure date and time of the tender. If the EMD is not transferred before the closure date and time, the tender will be summarily rejected. <b>The proof of transfer has to be submitted in the Technical Bid, Otherwise, the tender will be summarily rejected.</b></li> <li>• A standard BOQ format has been provided in <b>Annexure-C</b> with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected.</li> <li>• The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.</li> <li>• The <b>Tender Inviting Authority (TIA)</b> will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.</li> <li>• The uploaded tender documents become readable only after the tender opening by the authorized bid openers.</li> <li>• Upon the successful and timely submission of bids, the portal will give a successful bid submission message &amp; a bid summary will be displayed with the bid no. and the date &amp; time of submission of the bid with all other relevant details.</li> <li>• Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.</li> </ul>
F	बोलीदाताओं के लिए सहायता / Assistance to bidders	: <ul style="list-style-type: none"> <li>• Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.</li> <li>• Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120-4001005]</li> </ul>
G	बोलीदाताओं के लिए सामान्य अनुदेश / General Instructions to the Bidders	: <ul style="list-style-type: none"> <li>• The tenders will be received online through portal <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>. In the Technical Bids, the bidders are required to upload all the documents in single pdf file.</li> <li>• Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a></li> <li>• Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> under the “Information about DSC”.</li> </ul>
H	बयाना जमा ईएमडी Earnest Money Deposit (EMD)	: <ul style="list-style-type: none"> <li>i. <b>EMD of INR 1,80,000/- (Rupees One Lakh Eighty Thousand only)</b> should be transferred through NEFT/RTGS to the following bank account on or before due date <b>24.06.2024 before 4:00 p.m.</b></li> </ul>

		<p><b>Name : Registrar IIT Madras</b>  <b>Bank : State Bank of India</b>  <b>Account No. : 10620824305</b>  <b>Branch : IIT MADRAS</b>  <b>IFSC CODE : SBIN0001055</b></p> <p>ii. As per O.M. No.F.1/2/2022-PPD Dated 01.04.2022, the EMD will be returned to unsuccessful Bidder(s), within 30 days after declaration of result of first stage i.e. technical evaluation etc., The EMD shall be forfeited if any Bidder withdraws the offer before finalization of the tender.</p> <p>iii. The EMD amount should not be sent through DD.</p> <p>iv. Non-submission of EMD details on or before the due date and time will result in rejection of the e-bid.</p> <p>v. As per Rule 170 of GFR 2017, exemption of EMD will be given subject to submission of undertaking by the firm seeking such exemption. Copies of relevant orders/ documents regarding such exemption should be submitted along with the tender document</p> <p>vi. The successful bidder shall submit a Performance Guarantee of 3% of the purchase order value by way of DD/Bank Guarantee (Including e-Bank Guarantee)/FDR/ Insurance surety bonds in favour of "The Registrar, IIT Madras" to be obtained from any commercial bank, within 14 (Fourteen) days from the date of issue of order by IIT Madras, which would be released 60 days after the successful completion of the warranty period after the adjustment dues if any without interest.</p> <p>vii. In case of successful bidder, the EMD will be adjusted towards the Performance Security Deposit on request In case of successful bidder, the EMD will be adjusted towards the Performance Guarantee on request, subject to validity.</p> <p>viii. The amount of EMD is liable to be forfeited, if the bidder withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.</p>
I	तकनीकी बोली पर मार्किंग / Marking on Technical Bid	<p>i. The Bidder Eligibility Criteria, technical specification of the item for this tender is given in <b>Annexure A</b>. The Bidders shall go through the Bidder Eligibility Criteria, Technical Specification and submit the technical bid in the proforma given in <b>Annexure B</b> in the tender document along with the supporting documents.</p> <p>ii. The Technical bid should be submitted <b>in pdf format only through online (e-tender). No manual submission of bid will be entertained.</b></p> <p>iii. The technical bid should have the page-wise <b>heading as "Technical Bid" and page no.</b> in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.</p> <p>iv. <b>The technical bid should consist of</b></p> <p>a) Document proof for EMD payment</p> <p>b) Technical Compliance sheet as per proforma given in <b>Annexure –B</b></p> <p>c) Document proof for Bidder eligibility criteria, technical details along with catalogue / brochure and other technical, commercial terms and conditions.</p>
J	वित्तीय बोली पर मार्किंग Marking on Financial Bid	<p>Financial bid (BOQ) should be submitted in the prescribed format given in <b>Annexure-C</b> in <b>xls format</b> through e-tender only. <b>No manual or other form of submission of Financial Bid will be entertained.</b></p>
<b>निविदा के निबंधन व शर्तें TERMS AND CONDITIONS OF TENDER</b>		
1.	निविदा की तैयारी	<p><b>Preparation of Tender:</b></p> <ul style="list-style-type: none"> <li>The bids <b>should be submitted through online only in two bid system i.e. Technical Bid and Financial Bid separately.</b></li> </ul>

	<ul style="list-style-type: none"> <li>The bidder has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status shall be indicated below the signature along with official seal/stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, and rejection of the bid submitted by the firm.</li> <li>The bids of the agency/firm/company not in possession of valid statutory license / registrations are liable for rejection.</li> <li>If any relative of the bidder is an employee of the IIT Madras, the name, designation and relationship of such employee shall be intimated to the Registrar, IIT Madras in writing while submitting the bid.</li> <li>No bidder will be allowed to withdraw / alter / modify the bid during the bid validity period.</li> </ul>
2.	<p><b>निविदा पर हस्ताक्षर Signing of Tender:</b></p> <ul style="list-style-type: none"> <li>The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. <b>Each page of the bids required to be signed and bears the official seal of the Bidders.</b></li> <li>If the bid is submitted by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.</li> <li>If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The bidder shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public.</li> </ul>
3.	<p><b>वह अवधि जिसके लिए ऑफर खुला रहेगा Period for which the offer will remain open:</b> The Tender shall remain open for acceptance/validity till: <b>120 days from the date of opening of the tender.</b> However, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day.</p>
4.	<p><b>कीमत Prices:</b></p> <ul style="list-style-type: none"> <li>The prices quoted must be Nett considering all scope of supply, terms &amp; conditions mentioned in Annexure-A. The prices quoted by the Bidders should be inclusive of GST and other charges.</li> <li>All conditional tenders will be summarily rejected.</li> <li>Quote should be in INR only.</li> <li>Please note that bidders should quote COST PER USER LICENSE FOR PER SEMESTER BASIS in the financial bid.</li> </ul>
5.	<p><b>भुगतान टीमें Payment terms :</b></p> <ul style="list-style-type: none"> <li><b>No Advance Payment</b> will be made for the supply. The Payment will be made only after satisfactory completion of the supply and acceptance of Goods.</li> <li>Selected bidders will be paid at the end of every semester for the total number of user licenses utilized during the semester.</li> </ul>
6.	<p><b>सुपुर्दगी Delivery:</b> Within 4 weeks from the issue of purchase order. Goods should be supplied carriage paid and insured, and the items should be supplied to IIT Madras, Chennai 600 036</p>
7.	<p><b>Training:</b> Necessary training should be provided by the successful bidder to the end user as and when required</p>
8.	<p><b>Contract Period:</b></p> <ol style="list-style-type: none"> <li>Initially, the contract will be awarded for one year. The period may be further extended up to a maximum of two years on an annual basis depending on the satisfactory performance and as recommended by the Contract monitoring committee. IIT Madras has the right to terminate the contract in case of not meeting any of the conditions.</li> <li>Either party can terminate the contract at any time with prior written notice of at least thirty (30) days. In the event of termination, both parties shall fulfill any outstanding obligations and settle</li> </ol>

	<p>any accrued payments up to the termination date. Additionally, termination shall not relieve either party of liability for breaches of obligations or responsibilities incurred prior to the termination date.</p> <p>3. The bidder should maintain the software instance for maintenance, ensuring performance and functionality as needed, and addressing any bugs that may arise.</p>
9.	<p><b>निबंधन व शर्तें Terms and Conditions:</b> Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will likely to lead to rejection of offers.</p>
10.	<p><b>स्वीकृति का अधिकार Right of Acceptance:</b> IIT Madras reserves the right to reject the whole or any part of the Tender without assigning any reason or to accept them in part or full.</p>
11.	<p><b>स्वीकृति की सूचना Communication of Acceptance:</b> Letter of Intimation and acceptance will be communicated by post /email to the successful bidder to the address indicated in the bid.</p>
12.	<p>All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through CPP portal. In terms of Rule 173(iv) of General Financial Rule 2017, the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of bids.</p>
13.	<p><b>बोलीदाता को इस निविदा के साथ जमा करना होगा Bidder shall submit along with this Tender:</b> Name and full address of the Banker and their swift code and PAN No. and GSTIN number.</p>
14.	<p><b>क्षेत्राधिकार Jurisdiction:</b> All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued.</p>
15.	<p><b>Dispute Settlement:</b></p> <ul style="list-style-type: none"> <li>It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, IIT Madras whose decision shall be final and binding on both the parties.</li> <li>It is also agreed that in case of any disagreements / disputes in connection with the Arbitrator's award, the same shall be settled under the Court of Law with its jurisdiction at Chennai. The resultant contract will be interpreted under Indian Laws.</li> </ul>
16.	<p><b>Right of IIT Madras</b></p> <ul style="list-style-type: none"> <li>The Registrar, IIT Madras reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.</li> <li>The Registrar, IIT Madras reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his / her decision shall be final and binding on the tenderer.</li> <li>IIT Madras reserves the right to suitably increase / reduce the scope of supply put to this tender. In case of any ambiguity in the interpretation of any of the clauses in tender document or purchase order, interpretation of the clauses by the IIT Madras shall be final and binding on all parties.</li> </ul>
17.	<p><b>जुर्माना परिसमापन क्षति Penalty &amp; Liquidated Damages / Force Majeure:</b></p> <ul style="list-style-type: none"> <li>If the selected Bidder fails to complete the due performance of the contract in accordance with the terms and conditions, Institute reserves the right either to cancel the contract or to accept performance already made by the selected Bidder after imposing Penalty on Selected Bidder. A penalty will be calculated on a per week basis and on the same Rate as applicable to Liquidated Damages (LD). In case of termination of the contract, Institute reserves the right to recover an amount equal to 5% of the Contract value as Liquidated Damages for non-performance.</li> <li>Both Penalty and Liquidated Damages are independent of each other and are applied separately and concurrently. Penalty and LD are not applicable for reasons attributable to the Institute and Force Majeure. However, it is the responsibility of the selected Bidder to prove that the delay is attributable to the Institute and Force Majeure. The selected Bidder shall submit the proof authenticated by the Bidder and Institute's official that the delay is attributed to the Institute and/or Force Majeure along with the bills requesting payment.</li> </ul>
18.	<p>The bidder shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same.</p>

	If any deviation found in the same at any stage and date, the bid / contract will be rejected / terminated and actions will be initiated as per the terms and conditions.
19.	The bidder shall study the tender document, Bidder Eligibility criteria I & II and technical specification in detail as given in <b>Annexure A</b> before submitting the bid.
20.	Kindly note that OEM & dealers should not participate together in this bid. Bidders are neither allowed to join hands with anybody to participate in the tender nor allowed to submit multiple bids. In case of detection of such, their bid (s) is/are liable to be rejected. Bidding through consortium is not allowed.
21.	<p><b>बोलीदाता पात्रता मानदंड Bidder Eligibility Criteria:</b></p> <p><b>Eligibility Criteria-I</b></p> <ol style="list-style-type: none"> <li>1) The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in <b>Annexure – D</b>.</li> <li>2) ‘Class-I local suppliers’ and ‘Class-II local suppliers’, as defined under DIPP, MoCI Order No. P45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per <b>Annexure – E</b>.</li> </ol> <p><b>Eligibility Criteria-II</b></p> <ol style="list-style-type: none"> <li>1) Neither the tender participating firm nor any of its partner has been debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in <b>Annexure – F</b>.</li> <li>2) The bidder should have GST and PAN registration (Necessary document proof should be attached).</li> <li>3) The bidder should have ISO 9001:2008 certificate and a proof/copy of the same should be attached with the technical bid.</li> <li>4) The bidder should be an OEM or authorized supplier of OEM. Necessary OEM certificate / OEM authorization letter for this particular tender should be submitted by the bidder as per the <b>Annexure-G</b></li> <li>5) The firm should have an average financial turnover of at least Rs. 48 Lakhs in the last 3 financial years (2021-22, 2022-23 &amp; 2023-24) and it should be duly certified by Chartered Accountant (<b>Appendix-I</b>). If audited financial results are not available for 2023-24 provisional results should be given.</li> <li>6) Bidders should have at least 5 years of experience in providing SaaS-based solutions to Central Government / State Government/ Central PSU / Central Autonomous/ higher education institutions in India.</li> </ol> <p><b>Copies of the documents listed below should be submitted as a proof for the above supply :</b></p> <ol style="list-style-type: none"> <li>A. Work Order</li> <li>B. Performance Certificate as per <b>Appendix-II</b>.</li> <li>7) Bidders should have experience in working with at least 2 Institutions of Eminence in India. (A self-certified declaration letter with seal and signature of the bidder to be submitted along with the list of institutions.)</li> <li>8) Bidders should have experience in working with at least two top 100 NIRF Ranked Institutions as per the latest ranking (2019-2023). (A self-certified declaration letter with seal and signature of the bidder to be submitted along with the list of institutions.)</li> <li>9) The bidder’s proposed mobile application should be native and have at least 10,000 downloads/users and average feedback should be 4 out of 5 or above on Android and iOS Stores.</li> </ol>

	<p>(A self-certified declaration letter with seal and signature of the bidder to be submitted along with the product name and designated URL.)</p> <p>10) Bidders should have worked with at least 10 higher education institutions across India. (A self-certified declaration letter with seal and signature of the bidder to be submitted along with the list of institutions.)</p>																												
22.	<p><b>बोलियों की संख्या और उनका प्रस्तुतीकरण Number of Bids and their Submission:</b> Bids should be submitted in <b>CPP portal</b>. <b>Two bid system</b> should be followed as detailed below:</p> <p><b>Bid I Technical Bid</b></p> <ul style="list-style-type: none"> <li>The bidder should go through the Bidder Eligibility Criteria and Technical Specification given in <b>Annexure-A</b> of the tender document, understand the requirement of IITM and submit their technical bid along with all relevant document proof in the proforma given in <b>Annexure-B</b>. <b>Any tender documents without these shall be invalid and rejected.</b></li> <li>The technical bid should consist of proof of EMD transfer, Bidder Eligibility Criteria, Technical specification and compliance sheet (proforma given in <b>Annexure – B</b> along with all relevant documents proof.</li> </ul> <p><b>Bid II Financial Bid</b></p> <ul style="list-style-type: none"> <li>Financial bid should be submitted only in CPP Portal as per Proforma for Financial bid format given in Annexure-C. No manual or other form of submission of Financial bid will be entertained.</li> <li>The Quoted price should be for supply, installation and inclusive of all cost at IIT Madras.</li> </ul>																												
23.	<p><b>बोलियों का मूल्यांकन / Evaluation of Bids:</b></p> <p>Selection of the vendor shall be based on Quality and Cost Based Selection (QCBS) with 70% weightage for technical evaluation and 30% weightage for commercial evaluation.</p> <p><b>Stage I: Technical Bid evaluation</b></p> <p>A. In the 1<sup>st</sup> Stage, Bidders will be evaluated first for conformity with Bidder Eligibility Criteria I &amp; II and those bidders who have complied with this criteria will alone be evaluated further.</p> <p>B. In the 2<sup>nd</sup> stage, Technical specification offered by the bidders will be evaluated by the technical committee for compliance which will involve two parts (Part-I&amp; Part-II).</p> <p><b>Part-I:</b></p> <p>Technical evaluation comprises short-listing of bidders on the basis of past experience, financial strength etc., and assign weightages to each factor as shown below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="background-color: #d9ead3;">Part I</th> </tr> <tr> <th style="background-color: #d9ead3;">Sr. No</th> <th style="background-color: #d9ead3;">Criteria</th> <th style="background-color: #d9ead3;">Marks</th> <th style="background-color: #d9ead3;">Max Marks</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="text-align: center;">1</td> <td><b>Average annual turnover during last 3 FY years (as per Appendix-I)</b></td> <td></td> <td style="text-align: center;">5</td> </tr> <tr> <td>Between Rs. 48 lakhs and Rs. 1 crore</td> <td style="text-align: center;">3</td> <td></td> </tr> <tr> <td>Above Rs. 1 crore</td> <td style="text-align: center;">5</td> <td></td> </tr> <tr> <td rowspan="3" style="text-align: center;">2</td> <td><b>No. of years of experience in providing SaaS-based solutions with higher educational institutions in India (Proof of Work order to be attached)</b></td> <td></td> <td style="text-align: center;">10</td> </tr> <tr> <td>Between 5 years and 10 Years</td> <td style="text-align: center;">6</td> <td></td> </tr> <tr> <td>Above 10 years and up to 15 Years</td> <td style="text-align: center;">8</td> <td></td> </tr> </tbody> </table>	Part I				Sr. No	Criteria	Marks	Max Marks	1	<b>Average annual turnover during last 3 FY years (as per Appendix-I)</b>		5	Between Rs. 48 lakhs and Rs. 1 crore	3		Above Rs. 1 crore	5		2	<b>No. of years of experience in providing SaaS-based solutions with higher educational institutions in India (Proof of Work order to be attached)</b>		10	Between 5 years and 10 Years	6		Above 10 years and up to 15 Years	8	
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	Above 15 Years	10	
<b>3</b>	<b>Worked with number of higher education institutions across India</b>		<b>5</b>
	Between 10 and 20 education institutions	3	
	More than 20 education institutions	5	
<b>4</b>	<b>Working with number of Institutions of Eminence in India</b>		<b>10</b>
	2-3 institutions	5	
	4-5 institutions	8	
	More than 5 institutions	10	
<b>5</b>	<b>Working with number of top 100 NIRF ranking institutions</b>		<b>10</b>
	2-5 Institutions	5	
	5-10 Institutions	8	
	More than 10 Institutions	10	
<b>6</b>	<b>Number of downloads/users of the proposed mobile application (including Google play store and App store both)</b>		<b>10</b>
	10,000-20,000 Downloads/Users	3	
	20,001-50,000 Downloads/Users	5	
	50,001-1,00,000 Downloads/Users	8	
	More than 5,00,000 downloads/users	10	
	<b>Total Marks</b>		<b>50</b>

In order to qualify for Part-II evaluation, the bidder must achieve a minimum score of 35 out of 50 in the Part-I technical evaluation mentioned above.

**Part-II:**

Only those bidders who have fully complied with Part-I evaluation will be called for presentation/demonstration before the committee. The date of the presentation will be intimated through email. The evaluation entails providing the IITM team with a test environment of the software to explore its features as per the requirements specified in the tender.

The demonstration/presentation should cover the following areas:

- Brief About the Company
- Technical Capability of the product vis-a-vis institutes' existing setup including disaster recovery/readiness.

After the presentation/demonstration, the test environment should be set up by the vendor within 2 working days. The application should have the following features and will be evaluated accordingly within a week after hands-on evaluation of the test environment.

Part-II			
Sr. No.	Criteria	Marks	Max Marks
1	Seamless integration with biometric devices for easy access and automated attendance.		4

2	Ensuring the integrity and performance of cloud-based application solutions. (Bidding companies should offer both web and mobile applications.)		4
3	Providing automated email, SMS, and in-app notifications for enhanced communication and engagement.		4
4	Customized web dashboard search feature allowing retrieval of absentee data for those who haven't attended any class in the past 1, 2, 3 days, and beyond.		4
5	Capability to seamlessly integrate with other systems through RESTful APIs.		4
6	Real-time access to all types of data within the IITM instance via APIs for further development and customization.		4
7	Tracking real-time attendance data and generating customized attendance reports.		4
8	Customized class scheduling involves configuring students, teachers, teaching assistants, courses, classes, batches, time slots, holidays, infrastructures, and other relevant parameters.		4
9	Organizing and managing master data according to the IIT Madras structure, including integration with the workflows system of IIT Madras for data synchronization.		4
10	The system should support at least 5000 concurrent users.		4
11	The system should have a support ticket mechanism to provide support to stakeholders.		4
12	Bidders should have ready-to-implement solutions covering at least 99% of the functional requirements and propose an 'Out of the Box' ready-to-use application with minimal code customization using existing infrastructure.		6
<b>Total Marks</b>			<b>50</b>

The evaluation committee constituted for this purpose will evaluate the technical demonstration of the product including product features and as well as the parameters mentioned above and allocate the marks out of a total of 50. The bidder must secure at least 35 marks in the Part-II evaluation. The bidder with less than 35 marks in part-II evaluation will be rejected.

- C. Only those bidders who have fully complied with Bidder Eligibility Criteria I & II, and Technical Specification and have obtained technical evaluation score of 70 Marks or more (part-1+ part-2 evaluation together) will only be considered for financial bid evaluation.

**Stage II: Financial Bid Evaluation:**

The commercial bids of only those bidders who have been found to be technically qualified by the committee with scores equal or higher than 70 marks (part-I + part-II together), shall be opened.

**Stage III: Final Evaluation**

Final selection of the vendor shall be based on Quality and Cost Based Selection (QCBS) with 70 % weightage for technical evaluation (part-I + part-II) and 30 % weightage for commercial evaluation. The total score, both technical and financial, shall be obtained by weighing the technical (70%) and cost (30%)

	<p>scores and adding them up. The combined technical and financial scores of all the bidders will be calculated as per formula given below:</p> <table border="1"> <tr> <td>Marks obtained by a bidder for the technical bid</td> <td>T</td> </tr> <tr> <td>Amount quoted by the lowest bidder</td> <td>L1</td> </tr> <tr> <td>Amount quoted by a Bidder</td> <td>L</td> </tr> <tr> <td>Points for Financial proposal of the bidder</td> <td><math>(L1/L) \times 100 = F</math></td> </tr> <tr> <td>Combined technical and financial score (H) of the bidder</td> <td><math>(T \times 0.70) + (F \times 0.30) = H</math></td> </tr> </table> <p>The combined technical and financial scores of all the bidders will be calculated as above and the bidder who secures the highest combined score (H1) will be selected as the successful Bidder.</p> <p><b>Tie Break:</b> In case of more than one bidder scores highest combined scores i.e., in case of tie in scores then the bidder with higher technical score will be considered for award of work.</p>	Marks obtained by a bidder for the technical bid	T	Amount quoted by the lowest bidder	L1	Amount quoted by a Bidder	L	Points for Financial proposal of the bidder	$(L1/L) \times 100 = F$	Combined technical and financial score (H) of the bidder	$(T \times 0.70) + (F \times 0.30) = H$
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Combined technical and financial score (H) of the bidder	$(T \times 0.70) + (F \times 0.30) = H$										
24.	<p><b>सफल बोलीदाता का चयन और आदेश प्रदान करना Selection of successful bidder and Award of Order:</b> The order will be directly awarded to the technically qualified bidder as per the condition in para 3A of DIPP, MoCI Order No. 45021/2/2017-PP (BE II) dated 16<sup>th</sup> September 2020 and other subsequent orders issued therein.</p>										
25.	<p>The bidders will not be entertained to participate in opening of Bids. Since the tender is e-tender, the opening of the bids may be checked using the respective logins of the bidders.</p>										
26.	<p>In accordance to the Rule 173 of GFR, 2017 and relevant provisions thereof in Procurement Manuals, 2022, IITM reserves the right to carry out the negotiation process through its purchase/technical committee with L1/H1 (as applicable) vendor to ensure price reasonability before final recommendation to the Competent Authority. The negotiation details, if any, on case to case basis shall be recorded in minutes of meeting suitably for records.</p>										

**Sd/-**  
**Assistant Registrar**  
**Stores & Purchase**

## SCHEDULE OF TENDER

### PROCUREMENT OF STUDENT ATTENDANCE MANAGEMENT SYSTEM SOFTWARE Tender No. IITM/SPS/ATT SYS/08/2024-25/SPL

Name of Organization	Indian Institute of Technology Madras
Tender Type (Open/Limited/EOI/Auction/Single)	OPEN
Tender Category (Services/Goods/Works)	Goods
Type/Form of Contract (Work/Supply/Auction/ Service/ Buy/ Empanelment/ Sell)	Supply
Name of the Supply	PROCUREMENT OF STUDENT ATTENDANCE MANAGEMENT SYSTEM SOFTWARE
Source of Fund (Institute/Project)	IIT Madras
Is Multi Currency Allowed	No
Date of Issue/Publishing	03.06.2024
Document Download Start Date	03.06.2024
Pre-Bid Meeting Date & Time	07.06.2024 @ 11.00 a.m.
Document Download End Date	24.06.2024
Bid Submission Start Date	14.06.2024
Last Date and Time for Uploading of Bids	24.06.2024 @ 4.00 p.m.
Date and Time of Tender Opening	25.06.2024 @ 04.00 p.m.
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	120 Days
Address for Communication	<p><b><u>For Technical Queries:</u></b> <b>Prof. Andrew Thangaraj</b> Chairman, CODE IIT Madras Email : <a href="mailto:andrew@iitm.ac.in">andrew@iitm.ac.in</a> Contact No: 91-44-22575905/5908</p> <p><b><u>For General Queries:</u></b> <b>The Assistant Registrar</b> Stores &amp; Purchase Section IIT Madras Chennai – 600 036 Email : <a href="mailto:adstores@iitm.ac.in">adstores@iitm.ac.in</a> Contact No. 044- 2257 8287/8288/8290/8285</p>

**ACKNOWLEDGEMENT**

It is hereby acknowledged that I/We have gone through all the points listed under “Bidder Eligibility Criteria, Technical Specification and Terms & Conditions” of tender document, the same is abided and agreed to be executed. In case, if any of the information furnished by me/us is found false, I/We are fully aware that the tender /contract will be rejected / cancelled by IIT Madras & EMD shall be forfeited.

**Signature of the Bidder  
Name & Address of the  
Bidder with Office Stamp**

**PROCUREMENT OF STUDENT ATTENDANCE MANAGEMENT SYSTEM SOFTWARE**

**Tender No. IITM/SPS/ATT SYS/08/2024-25/SPL**

बोलीदाता पात्रता मानदंड **Bidder Eligibility Criteria:**

**Eligibility Criteria-I**

- 1) The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in **Annexure – D**.
- 2) 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per **Annexure – E**.

**Eligibility Criteria-II**

- 1) Neither the tender participating firm nor any of its partner has been debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in **Annexure – F**.
- 2) The bidder should have GST and PAN registration (Necessary document proof should be attached).
- 3) The bidder should have ISO 9001:2008 certificate and a proof/copy of the same should be attached with the technical bid.
- 4) The bidder should be an OEM or authorized supplier of OEM. Necessary OEM certificate / OEM authorization letter for this particular tender should be submitted by the bidder as per the **Annexure-G**
- 5) The firm should have an average financial turnover of at least Rs. 48 Lakhs in the last 3 financial years (2021-22, 2022-23 & 2023-24) and it should be duly certified by Chartered Accountant (**Appendix-I**). If audited financial results are not available for 2023-24 provisional results should be given.
- 6) Bidders should have at least 5 years of experience in providing SaaS-based solutions to Central Government / State Government/ Central PSU / Central Autonomous/ higher education institutions in India.

**Copies of the documents listed below should be submitted as a proof for the above supply.**

- a. Work Order
- b. Performance Certificate as per **Appendix-II**
- 7) Bidders should have experience in working with at least 2 Institutions of Eminence in India. (A self-certified declaration letter with seal and signature of the bidder to be submitted along with the list of institutions.)
- 8) Bidders should have experience in working with at least two top 100 NIRF Ranked Institutions as per the latest ranking (2019-2023). (A self-certified declaration letter with seal and signature of the bidder to be submitted along with the list of institutions.)
- 9) The bidder's proposed mobile application should be native and have at least 10,000 downloads/users and average feedback should be 4 out of 5 or above on Android and iOS Stores. (A self-certified declaration letter with seal and signature of the bidder to be submitted along with the product name and designated URL.)
- 10) Bidders should have worked with at least 10 higher education institutions across India. (A self-certified declaration letter with seal and signature of the bidder to be submitted along with the list of institutions.)

## **TECHNICAL SPECIFICATION:**

1. Seamless integration with biometric devices for easy access and automated attendance.
2. Ensuring the integrity and performance of cloud-based application solutions.  
(Bidding companies should offer both web and mobile applications.)
3. Providing automated email, SMS, and in-app notifications for enhanced communication and engagement.
4. Customized web dashboard search feature allowing retrieval of absentee data for those who haven't attended any class in the past 1, 2, 3 days, and beyond.
5. Capability to seamlessly integrate with other systems through Restful APIs.
6. Real-time access to all types of data within the IITM instance via APIs for further development and customization.
7. Tracking real-time attendance data and generating customized attendance reports.
8. Customized class scheduling involves configuring students, teachers, teaching assistants, courses, classes, batches, time slots, holidays, infrastructures, and other relevant parameters.
9. Organizing and managing master data according to the IIT Madras structure, including integration with the workflows system of IIT Madras for data synchronization.
10. The system should support at least 5000 concurrent users.
11. The system should have a support ticket mechanism to provide support to stakeholders.
12. Bidders should have ready-to-implement solutions covering at least 99% of the functional requirements and propose an 'Out of the Box' ready-to-use application with minimal code customization using existing infrastructure.

## **Detailed Scope of The Work:**

The institution wants to set up a new system to manage student attendance automatically. The total number of users is approximately 10,000 for the current semester. There may be a 10-20% increase/decrease every semester depending on the number of student registrations. We aim to use face recognition technology and mobile devices in classrooms. The Company should maintain the software instance for maintenance, ensuring performance and functionality as needed and addressing any bugs that may arise. The system should capture attendance data in real-time and will include where and when students attended class. This is for our students who have multiple classes for different courses throughout the day at various locations on campus. If a student misses class, their teachers, parents, and other stakeholders will be notified by daily SMS and email alerts. Administrators will also have access to real-time absentee data through dashboards. We aim to closely monitor attendance data to identify patterns of continuous absences; therefore, the dashboard should highlight absentees such as missing entire days of classes, being absent continuously for two or three days, and more. This will help us understand the underlying issues with absenteeism and take appropriate measures accordingly.

It is the responsibility of successful Attendance management system bidders to coordinate with the biometric face recognition devices vendor for the seamless integration with the devices and accessing the data.

The attendance management software should have the following provisions:

### **(A) Organize and manage master data as per the IIT Madras Structure**

- 1) The proposed system should support structuring, categorizing, and maintaining essential data of diversified academic programs that include Undergraduate, Postgraduate, Research, Joint Degree, and other programmes offered at IIT Madras.
- 2) The proposed system should have a standardized data model and taxonomy to categorize master data elements according to the organizational hierarchy and functional domains of the institute.
- 3) The system should support data quality management practices to ensure the accuracy, completeness, and consistency of master data.
- 4) The system should have robust security features to protect sensitive master data from unauthorized access, modification, or disclosure.
- 5) The proposed platform should be hosted privately with a public cloud approved by MeitY server's location in India.

### **(B) Integration with the Workflows system of IIT Madras for data synchronization**

- 1) The proposed system should support industry-standard integration protocols and technologies, such as RESTful APIs, webhooks, or message queues.
- 2) The system should be compatible with the existing infrastructure and technology stack used at IIT Madras, including database systems, and authentication mechanisms.
- 3) The system should be built upon an enterprise-grade architecture to accommodate future growth and expansion of data volumes, users, and system functionalities.
- 4) The system should work with common data formats and standards, such as JSON, XML, CSV, or SQL, to facilitate seamless data exchange and interoperability.
- 5) The system should support Integration with existing security frameworks and access controls to ensure data confidentiality, integrity, and availability.

### **(C) Time-table management as per IIT Madras policies**

- 1) The proposed system should be user-friendly and have an intuitive interface for creating, editing, and publishing timetables for various academic programs, departments, and courses.
- 2) The system should comply with IIT Madras policies and regulations related to class scheduling, room allocation, faculty availability, and student preferences.
- 3) The system should facilitate automated conflict resolution and optimization algorithms to minimize scheduling conflicts, room shortages, and other logistical challenges.



- 4) The system should seamlessly integrate with existing systems and databases, including student information workflows, course catalogs, and faculty databases. This is the responsibility of successful bidder to develop and deploy all required connectors for the integration with the existing system.\
- 5) The system should provide robust security features to safeguard sensitive academic and scheduling data, including role-based access controls, encryption, and audit trails.

**(D) Automate attendance recording:**

- 1) The proposed system should eliminate manual attendance-taking methods (paper-based) and replace them with a faster, more efficient mobile/web-based or face recognition system.
- 2) The system should utilize facial biometrics to ensure accurate and reliable student identification, minimizing errors and discrepancies.
- 3) The system should enable faculty to mark attendance through a user-friendly native mobile app on Android & iOS operating systems to promote flexibility and convenience.
- 4) The system should seamlessly integrate attendance data with existing university systems (e.g., student information system, Face recognition system) for data analysis and reporting.
- 5) The system should provide real-time and historical attendance data to instructors, administrators, and students, facilitating informed decision-making and personalized feedback.
- 6) The system should be built upon Agile Enterprise-Grade Architecture, meticulously designed to ensure high performance and scalability and to accommodate future growth and adapt to different classroom environments and student populations.
- 7) The system must adhere to data privacy regulations and implement robust security measures to protect student information.
- 8) The system should be intuitive and user-friendly interfaces for both students and administrators, minimizing training requirements.

**(E) Comprehensiveness:**

1. The proposed platform should have a larger set of modules for IITM to choose more functionalities in the future.
2. The system should support a wide range of modules covering diverse functional areas such as academic administration, research management, student services, facilities management, and process automation.
3. The system should accommodate growing data volumes, user populations, and transaction loads, with built-in mechanisms for performance optimization, automated scaling of cloud servers, and resource allocation.
4. The System should provide upto-date (live) data at any point of time to download.
5. The System should utilize existing infrastructure including biometric recognition devices.
6. IIT Madras should have access to real-time attendance data for each student through APIs or alternative approaches to integrate it with additional applications at IITM. The purpose of this integration is to develop customized dashboards based on the attendance data.

**(F) Additional Requirements**

1. A ticketing system shall be introduced on the attendance system to record the change requests from various stakeholders. This ticketing system should separate reporting of bugs and issues from the users and changes requested by the stakeholders. It is understood that websites created on the domain are subject to the Guidelines for Indian Government Websites (GIGW). The current version applicable is GIGW 3.0. The bidder shall create detailed documentation of all new features, and change requests that were deployed in the live instance. The documentation shall be shared with the Institute and other stakeholders.
2. Successful bidders shall ensure periodic database maintenance, tuning, archival, restoration and backup. The backup and archival strategies shall be decided after inputs from the Institute. These backup mechanisms shall be implemented and maintained. A file system backup, database copy, and script to launch the system on a fresh instance shall be demonstrated.
3. The bidder is responsible for the security of the system and the data. The bidder should periodically conduct security audits and provide the reports to IITM. These audits should be conducted by the third party security agency. The bidder is responsible for maintaining the cloud instance and the required packages for the same.

4. Customization of the software module or additional requirements may arise when stakeholders such as faculty, staff, students, or administrators provide feedback or request the implementation of additional sections to achieve the desired data outputs from the system or to input valuable data into the system to achieve the desired results. It is essential that the vendor provides timely support in such cases.

**PROFORMA FOR TECHNICAL COMPLIANCE SHEET**  
**PROCUREMENT OF STUDENT ATTENDANCE MANAGEMENT SYSTEM SOFTWARE**  
**Tender No. IITM/SPS/ATT SYS/08/2024-25/SPL**

**BIDDER ELIGIBILITY CRITERIA-I:**

S. No.	Description	Compliance (Yes / No)	Reference Page No.
1	The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in <b>Annexure – D</b>		
2	'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per <b>Annexure – E</b> .		

**BIDDER ELIGIBILITY CRITERIA-II:**

S. No.	Description	Compliance (Yes / No)	Reference Page No.
1.	Neither the tender participating firm nor any of its partner has been debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in <b>Annexure – F</b> .		
2.	The bidder should have GST and PAN registration (Necessary document proof should be attached).		
3.	The bidder should have ISO 9001:2008 certificate and a proof/copy of the same should be attached with the technical bid.		
4.	The bidder should be an OEM or authorized supplier of OEM. Necessary OEM certificate / OEM authorization letter for this particular tender should be submitted by the bidder as per the <b>Annexure-G</b>		
5.	The firm should have an average financial turnover of at least Rs. 48 Lakhs in the last 3 financial years (2021-22, 2022-23 & 2023-24) and it should be duly certified by Chartered Accountant ( <b>Appendix-I</b> ). If audited financial results are not available for 2023-24 provisional results should be given.		
6.	Bidders should have at least 5 years of experience in providing SaaS-based solutions to Central Government / State Government/ Central PSU / Central Autonomous/ higher education institutions in India. <b>Copies of the documents listed below should be submitted as a proof for the above supply.</b> a) Work Order b) Performance Certificate as per <b>Appendix-II</b>		
7.	Bidders should have experience in working with at least 2 Institutions of Eminence in India. (A self-certified declaration letter with seal and signature of the bidder to be submitted along with the list of institutions.)		
8.	Bidders should have experience in working with at least two top 100 NIRF Ranked Institutions as per the latest ranking (2019-2023). (A self-certified declaration letter		

	with seal and signature of the bidder to be submitted along with the list of institutions.)		
9.	The bidder's proposed mobile application should be native and have at least 10,000 downloads/users and average feedback should be 4 out of 5 or above on Android and iOS Stores. (A self-certified declaration letter with seal and signature of the bidder to be submitted along with the product name and designated URL.)		
10.	Bidders should have worked with at least 10 higher education institutions across India. (A self-certified declaration letter with seal and signature of the bidder to be submitted along with the list of institutions.)		

**TECHNICAL SPECIFICATION:**

S. No.	Description	Compliance (Yes / No)	Reference Page No.
1.	Seamless integration with biometric devices for easy access and automated attendance.		
2.	Ensuring the integrity and performance of cloud-based application solutions. (Bidding companies should offer both web and mobile applications.)		
3.	Providing automated email, SMS, and in-app notifications for enhanced communication and engagement.		
4.	Customized web dashboard search feature allowing retrieval of absentee data for those who haven't attended any class in the past 1, 2, 3 days, and beyond.		
5.	Capability to seamlessly integrate with other systems through Restful APIs.		
6.	Real-time access to all types of data within the IITM instance via APIs for further development and customization.		
7.	Tracking real-time attendance data and generating customized attendance reports.		
8.	Customized class scheduling involves configuring students, teachers, teaching assistants, courses, classes, batches, time slots, holidays, infrastructures, and other relevant parameters.		
9.	Organizing and managing master data according to the IIT Madras structure, including integration with the workflows system of IIT Madras for data synchronization		
10.	The system should support at least 5000 concurrent users		
11.	The system should have a support ticket mechanism to provide support to stakeholders		
12.	Bidders should have ready-to-implement solutions covering at least 99% of the functional requirements and propose an 'Out of the Box' ready-to-use application with minimal code customization using existing infrastructure		

*\* Reference page number is mandatory and should be mentioned in the technical compliance*

**NOTE:** Relevant URL / Website link/ Catalogue to be provided with user manual.

**SIGNATURE OF BIDDER ALONG WITH  
SEAL OF THE COMPANY WITH DATE**

**PROFORMA FOR FINANCIAL BID (BOQ)****PROCUREMENT OF STUDENT ATTENDANCE MANAGEMENT SYSTEM SOFTWARE****Tender No. IITM/SPS/ATT SYS/08/2024-25/SPL**

Sr. No.	Description	Unit	Qty	Rate Per Unit	Total Cost (without GST)	GST (in %)	Total Cost (With GST)
1	Attendance Management System On per semester basis	User License	1.00				
	Total Cost inclusive of all*						

**NOTE:**

\*The rate should be inclusive of installing/setup etc.

Place:

Date:

Signature of the bidder

Name &amp; Address of the Tenderer with Office Stamp

(To be given on the letter head of the bidder)

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**Tender No. IITM/SPS/ATT SYS/08/2024-25/SPL**

Dated: \_\_\_\_\_

**CERTIFICATE**

***(Bidders from India)***

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

**OR**

***(Bidders from Country which shares a land border with India)***

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am from \_\_\_\_\_ (Name of Country) and have registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and am eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

**Place:**  
**Date:**

**Signature of the Bidder**  
**Name & Address of the**  
**Bidder with Office Stamp**

**FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PUBLIC PROCUREMENT POLICY  
(PREFERENCE TO MAKE IN INDIA) 2017**

**Tender Reference Number: IITM/SPS/ATT SYS/08/2024-25/SPL**

**Name of the item / Service: PROCUREMENT OF STUDENT ATTENDANCE MANAGEMENT SYSTEM SOFTWARE**

Date: \_\_\_\_\_

I/We \_\_\_\_\_ S/o, D/o, W/o, \_\_\_\_\_ Resident  
of \_\_\_\_\_

Hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide Gol Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

✓

Tick ( ) and Fill the Appropriate Category	
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under <b>“Class-I Local Supplier”</b> category.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to 20% but less than 50% and come under <b>“Class-II Local Supplier”</b> category.
<input type="checkbox"/>	I/We _____ [name of the manufacturer] hereby confirm in respect of quoted items that Local Content is less than 20% come under <b>‘Non – Local Supplier’</b> category

- The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Address \_\_\_\_\_ Percentage of Local content: \_\_\_\_\_ %  
\_\_\_\_\_

For and on behalf of

(Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

**[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]**

**This letter should be on the letterhead of the quoting firm and should be signed by a competent authority.**

**\*\* Services such as transportation, insurance, installation, commissioning, and training and after sales service support like AMC/CMC cannot be claimed as local value addition**

(To be given on the letter head of the bidder)

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**Self-Declaration that the Service Provider has not been debarred**

**PROCUREMENT OF STUDENT ATTENDANCE MANAGEMENT SYSTEM SOFTWARE**

**Tender No. IITM/SPS/ATT SYS/08/2024-25/SPL**

I ..... S/o .....

R/o ..... police station ..... District ..... Director

/ Partner/ sole proprietor (Strike out whichever is not applicable) of .....

..... (Firm or Company) do hereby declare and solemnly affirm:

- I. That the Firm ..... has not been debarred or declared insolvent by any of the Union or State Government / Organization.
- II. That none of the individual / firm / Company debarred or any partners or shareholder thereof has any connection directly or indirectly with or has any subsistence interest in the deponent business / firm company.
- III. That neither the Firm nor any of its partner has been involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police.

Place:

Date:

Signature of the Tenderer  
Name & Address of the  
Tenderer with Office Stamp



**PROCUREMENT OF STUDENT ATTENDANCE MANAGEMENT SYSTEM SOFTWARE  
Tender No. IITM/SPS/ATT SYS/08/2024-25/SPL**

**OEM CERTIFICATION FORM**

**(In Original Letter Head of OEM)**

Tender No: ..... Dated: .....

We are Original Equipment Manufacturers (OEM) of..... (Name of the company)

Ms..... (Name of the vendor) is one of our Distributors/Dealers/Resellers/Partners (tick one) for the ..... and is participating in the above mentioned tender by offering our product model..... (Name of the product with model number).

..... Is authorized to bid, sell and provide service support warranty for our product as mentioned above.

Please mention Country of Origin .....

Name and Signature of the authorized Signatory of OEM along with Seal of the company with Date

**PROCUREMENT OF STUDRNT ATTENDANCE MANAGEMENT SYSTEM SOFTWARE**  
**Tender No. IITM/SPS/ATT SYS/08/2024-25/SPL**

**FINANCIAL CERTIFICATE**  
**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s.....

having its Registered Office.....

Had achieved the following level of Turnover/Net profits/ Net worth in respect for the financial years mentioned hereunder:

Particulars	2021-2022	2022-2023	2023-2024
Gross Annual Turn			
Net profit			
Net-worth			

The figures certified for the stated Financial Years are based on the Books of Account, Audited Balance Sheet of the Company and the records produced before us. If audited financial results are not available for 2023-24 provisional results should be given

Place:

Date:

Signatures of Auditors / Chartered Accountants Name:

Seal

**PROCUREMENT OF STUDENT ATTENDANCE MANAGEMENT SYSTEM SOFTWARE**  
**Tender No. IITM/SPS/ATT SYS/08/2024-25/SPL**

**PERFORMANCE REPORT**  
**TO WHOMSOEVER IT MAY CONCERN**

(Please furnish the following details for each individual project from the Client)

1. Name of the Client:
2. Name of the Project:
3. Work Order No/Agreement No.:
4. Estimated Cost
5. Tender Cost
6. Date of Start
7. Date of Completion
  - a) Stipulated date
  - b) Actual date:
1. Performance report by client
  - a) Quality of Work:(Excellent/Very Good/Good/Fair/Poor)
  - b) Approach to problem solving:(Excellent/Very Good/Good/Fair/Poor)
  - c) Resourcefulness:(Excellent/Very Good/Good/Fair/Poor)

Date:

(Signature of the client with seal)