INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG-759146, DIST: Dhenkanal, Odisha

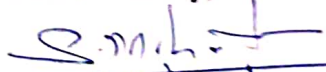Ref. No. IGIT/ BAS/14

Date: 24/09/2021

Call for Quotation

Dear Sir,

Sealed quotations in company letter head are invited from Authorized Organizations for the articles mentioned below on or before 08.10.2021 (5.00 PM). Quotation number and date should be super scribedon the sealed envelope andsent by Registered post / speed post/ postal services to Director, INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG-759146, DIST: DHENKANAL, ODISHA, INDIA.

Quotation received after the due date, or without seal shall not be considered. Photocopy of valid authorization certificate, PAN and GST registration are also required to be enclosed. The terms of delivery along with any extra charges e.g.GST etc. & mode of payment should be indicated clearly in the quotation. The bidder should submit the catalogue with the quotation.

Quotation Opening Time: 08.10.2021 (5.00 PM).

Yours faithfully,

Director
IGIT, SARANG

C.C to: -

1. Professor I/C Website for uploading the quotation in IGIT website.

CONDITIONS

i.   In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alternation in the requirement(s) etc. is required, the same will be placed on the IGIT website-www.igitsarang.ac.in, therefore, all the bidders are advised to visit our website before filling / submitted their Quotations.

ii. The offered rates will be valid initially for a period of one year. The Institute can place repeat order on same terms & conditions within this period.

iii. Acceptance of Quotation will be intimated to the successful Firm through a Letter of Intent (LOI) duly signed by the authorized signatory of the institution.

iv. This Quotation is valid up to 180 days from the issue of quotation notification.

v.   IGIT's officials can review the progress of work and can instruct regarding quality aspect.

vi. The rates quoted by the bidder should be a complete package of training programme inclusive of all applicable tax, duty(ies), transportation to IGIT, sarang and nothing extra / additional shall be payable on these rates.

vii. Conditional Quotation will not be accepted.

viii. Successful bidder will be required to submit schedule of activities to complete the work order (day wise/Date wise) with technical bid document.

ix. The authority reserves the right to accept or cancel any or all Quotations without assigning any reason there-of.

x.   The bidder may add the purchase order received from any organization in this aspect.

Quotation for appointment of professional service provider for the Biometric Attendance System (BAS)

Sl. no	Description of materials	Amount charges per month	GST %	Total Amount per month
1	Maintenance / Service contract for a period of six months			
	Grand Total			
2.	SMS Package N.B : After completion of SMS package , the Institute will procure the new SMS package on submission of bills.			
3.	Update the software as a onetime charge			
	Grand Total			

Apart from above, the service provides shall be governed by the following terms and conditions.

1. We are using Multi user login system . User can login through their Email id and password. Application is cloud based anywhere user can login. Internet connection is required to access the application. Automatic update on number of days worked according to Attendance. We have already procured an Attendance system software with source code system. The details of the software is mentioned below for the reference purpose.

Platform : Multiplatform, Access Type : Online / Offline, PHP and MySQL Platform

Application Features: Multi user login system. User can login through their Email id and password.

Application is cloud based anywhere user can login. Internet connection is required to access the application.
Automatic update on number of days worked according to Attendance.

Access User Type : Administrator Account (All Privileges)
Employee Account (Own details and Apply Leave)
1.   Student Account (Own details and Apply Leave)
Organization Details

1.   Manage Multiple Unit
2.   Manage Biometrics Device

Employee / Student Management : Division Setup

Department Setup
Designation Setup
Grade Setup
Add Employee/Student Details (Personal, Educational and Document upload)
Manage Employee / Student details
Single Employee / Student complete details
Manage Employee / Student Exit Details

Working Day Policy :

1.   Manage Shift
2.   Default Shift Assign
3.   Mange Holiday
    Attendance & Leave :
1.   Employee / Student Attendance day wise
2.   Employee / Student Attendance Monthly Input
3.   Upload Bulk Attendance through excel sheet
4.   Verify Upload Attendance
5.   Manage Applied Leave
6.   Manage Earning Leave
7.   Initiate Department Transfer
8.   Manage Department Transfer
9.   Approve Department Transfer
10.   Default Shift Assign
11.   Mange Holiday
12.   Employee / Student Performance (Complete monthly Attendance with Present, Absent, Half Day, Leave, Week off and General Holiday report)

User Management

1.   Add User to application (Employee / Student / Admin User)
2.   Manage User
3.   Change Password
4.   Login Details
Reports

1.   Monthly attendance statement (Attendance Breakup – Opening Balance & Closing Balance)
: Financial Year / Unit / Division / Employee / Monthly
2.   Yearly Leave Register : Financial Year / Unit / Division / Employee / Monthly
3.   Employee / Student Master Data Report : Unit / Division / Employee / Status
4.   MIS Report for New Joined :   Financial Year / Unit / Division / Employee / Student / Monthly
5.   MIS Report Left Employee / Student :   Financial Year / Unit / Division / Employee / Student / Monthly
6.   Transfer Report From – To Location :
Financial Year / Unit / Division / Employee / Student / Monthly

In our Attendance system software with source code system , the above mentioned facilities are there. It's the firm responsibility to provide the software facility to IGIT Sarang. All the official works like collecting sheets from the all department, entry , registration to all students & staff members will be done by the firm. If any difficulties occurs related to the BAS System, PO may be cancelled.

SIGNATURE OF QUOTATIONER WITH SEAL AND DATE