

**Request for Proposal**  
**For**  
**Development and Implementation of Android Based geo-fencing attendance**  
**solution for staffs/official engaged under the establishment of District**  
**Administration, Itanagar Capital Complex.**

Deputy Commissioner  
Itanagar Capital Complex  
Arunachal Pradesh - 791113  
Email: [dcitanagar@gmail.com](mailto:dcitanagar@gmail.com)  
Website: <http://www.itanagar.nic.in>

## DATA SHEET

### Important Documents to be included with the tender

Sr. No	Documents, Enclosures with Tender	Applicable / Not Applicable
1	Duly filled tender form in an envelope having two separate envelopes clearly marked "Technical Proposal" & "Financial Proposal".	
2	Technical proposal should be clearly marked "Technical proposal for supply and installation of GPS in the Garbage Lifting vehicles".	
3	Bid security of <b>Rs 10,000</b> in form of Bank Guarantee in favour of Deputy Commissioner, Itanagar Capital Complex payable at Itanagar of any scheduled bank and kept with technical proposal.	
4	Financial Proposal in a separate enclosed sheet be submitted clearly marked "Financial proposal for operating Garbage Lifting Vehicles under IMC- do not open till technical evaluation is complete".	
5	Copy of Pan Card, service tax Reg. No etc to be enclosed with the Technical Proposal.	
6	Detailed financial statements (Balance sheets, Profit & Loss A/C schedule notes on accounts to be enclosed with the Technical Proposal.	

### RFP for Development and Implementation Android Based geo-fencing attendance solution.

#### Sealed Tender in Invited for

- A. Development, Implementation Android Based geo-fencing attendance solution and maintenance during one year guarantee period.
- B. Service (Repairing, maintenance) for a period of 2 years after completing the Guarantee period of one year.

#### 1. Bid summary

Sr No.	Key Information	Details
1	RFP for	Development and Implementation of Android Based geo-fencing attendance solution for labor of NGOs engaged in door to door waste collection under Itanagar Municipal Council RFP document is hosted online and can be downloaded from website: <a href="http://www.itanagar.nic.in">www.itanagar.nic.in</a> The Bid shall be submitted in physical and electronic form (CD).
2	Scope of Work under the RFP	IMC intends to implement the of Android Based geo-fencing attendance solution for labor of NGOs engaged in door to door waste collection under Itanagar Municipal Council.
3	Contract Period	The Successful Bidder will be required to sign an Agreement with the Authority under which the services as per this RFP will be required to be provided for a period of <b>3 (three) years</b> from the date of issue of first Work Order/Request Order.

#### 2. Scope of Work

1. The Mobile Application must be compatible with major operating systems of mobile. Currently it is envisioned to develop the app for following OS:
  - a) Android

- b) Web version of the same
- II. The Application Service Provider has to define the User Experience strategy under the following heads:
  - a) Define feature sets to be provided on mobile application based on client requirements especially keeping in mind the functionalities required for the IMC.
- III. Create a consistent and delightful user experience with consistent and unique themes and layouts which flows in from the overall Brand values of IMC/DCICC . However, it does not provide any branding rights or Marketing rights or advertising rights to the Application Service Provider, all the rights are reserved by IMC/DCICC.
- IV. Define screen layouts and navigation to ensure delivery of structured content with easy and intuitive navigation.
- V. The downloaded and working apps should update and synchronize data from the server for technical updates and user information like contacts, photo, location, SMS and emails etc. only if accepted by user as per the policy related to terms of usage, privacy, content management etc. The mobile app to be hosted by the application developer on all App stores

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

##### **A. Enrollment & Master data preparation APP**

- Interface design & software support to be given to create all the sanitary staff profiles includes Name, Address, Aadhaar No, Mobile no, Group Name, circle, ward, Bio-metrics (Finger & Face) and any other parameters specified by IMC.
- Necessary Master Data and SDKs will be provided to IMC
- Each worker's working area to be geo-fenced.
- All the Sanitary Staff are photographed and registered with their Names and Id's, biometrics, Supporting documents if any
- All the workers/staff names to be loaded into the hand held device of the sanitary inspector of the respective ward location wise.

##### **B. Worker Attendance App:**

- Attendance application to be developed in android.
- **if worker doesn't have android then he may be given a band that can track the movements and then later in it can sync**
- Sanitary Inspector will have to check against the names of the workers who are all present with Biometric validation and send the data to server directly from field
- Attendance of staff may be captured at any number of regular intervals in a day specified by IMC.
- Application shall work in the working area of the sanitary workers or SFA (Sanitary Field Assistant).
- Application not supposed to accept the attendance of any worker if device not in working area of worker or SFA.
- Captured attendance shall be immediately submitted to server through GPRS on real time basis.
- In case signal not available data to be stored in offline and on availability of signal data to be submitted to server.
- Attendance app shall support the week-off (or) scheduled leaves of employees.
- At required instances app shall send photographs & Location (GPS Lat, long) to server.

##### **C. Worker Attendance Verification Application:**

- Attendance verification application verifies the attended workers in the field.
- App shall show the notification of the list of workers to be verified in the on command from server.

- App shall download all the details of the workers to be verified automatically from server.
- User shall able to capture the bio-metrics (Finger/Face) of the workers to be verified through his app. App shall proceed to capture the biometrics only in the geo fenced area of the worker (or) SFA.
- App needs to show any kind of notification to user at regular intervals specified by IMC.

#### **D. MIS & GIS Reports**

- MIS Reports on Master Data, attendance report at various levels (Zone, Circle...) for various periods (Daily, weekly, monthly), Verification Report &Exception reports to be developed.
- GIS Report on Master Data, attendance report at various levels (Zone, Circle...) for various periods (Daily, weekly and monthly), and Verification Report &Exception reports to be developed.
- Capturing the GPS Coordinates of the location of data capture is recorded for validation

### **3. Deliverables**

The successful bidder shall deliver / provide the following:

- 1) Web based Application Software with hosting services, SMS gateway, Google maps.
- 2) Periodic self-generated reports by the software through email to designated emails.
- 3) User Manuals.
- 4) Training to IMC Staff /Other staff engaged.
- 5) MIS reports as defined.
- 6) Mapping of wards, location of work.
- 7) Monthly operation and maintenance.
- 8) Local office must be opened within 3(three) week of issue of work order.
- 9) Man power in Itanagar Municipal Office/DC Office at initial stage of project maximum upto six month.
- 10) Android based attendance system
  - i) The Application Software/mobile app should be hosted by the successful bidder at their own cost during warranty and AMC period having all the administrative rights and access to the IMC.
  - ii)The offered Application Software/mobile app product should be readily available (off the shelf) and should be able to deliver and start implementation within the specified time frame as mentioned in this RFP.
  - iii) Geographical Boundaries wards/ circle of Itanagar Municipal Council and have to update the boundaries if new administrative entities are created by the government.
  - iv) Point data relevant to working area of the sanitary workers.
  - v)The bidder shall maintain a dynamic reporting system. The bidder is also expected to provide hollowing customized MIS report as per requirements of IMC.
    - (a) Working Hour/ Efficiency reports
    - (b) Detailed Activity reports
    - (c) History Report
    - (d) Monthly monitoring summary
    - (e) Periodic report should be sent to dedicated email Id of IMC/District administration.
  - vi) Data base system: Since the volume of field data likely to increase exponentially hence it is required that the vendor should use any reliable open database system.
  - vii) Data Search System: The concern vendor should provide some text based search engine for web application for data retrieval
  - viii) Successful bidder shall provide a training manuals and user guides for the system. Successful bidder shall develop a training plan that ensures all users of the system receive sufficient training to successfully operate the system. User department will provide the space for training with other logistic arrangement such as Laptop, projectors, internet connectivity etc.
- 11) Roles and Responsibilities of the System Integrator
  - a) Understanding the scope of the work.
  - b) Entering into agreement with IMC duly submitting the performance guarantee

- c) To provide software and manpower for successful implementation /completion of project.
- d) To implement the project with his own men and material by developing required software and also insuring all men, machines and material against all risks.
- e) Backup of data from time to time and providing backup file with compliance report to IMC.
- f) Submission of Monthly report to the IMC.

#### 12) Security Deposit/EMD

Interest free Earnest Money Deposit (EMD) of Rs. 10,000/- in shape of Demand Draft or Bank Guarantee from any scheduled bank drawn in favour of Deputy Commissioner, Itanagar Capital Complex payable at Itanagar. The EMD of successful bidder is liable to be forfeited if the bidder revokes any terms of the tender within the validity period. EMDs given by unsuccessful bidders will be refunded after placing of work order to the successful bidder. The validity of bank guarantee shall be 72 months.

## 4. Confidentiality and Intellectual Property Rights (IPR)

### a) **Confidentiality**

- The successful bidder must maintain absolute confidentiality of the documents/ maps/ tools collected in any form including electronic media and any other data/information provided to him for the execution of the work.
- The bidder should not use the Project data for any purpose other than the scope of work specified in the document and added/ amended before signing the contract.
- The Bidder must remove/ destroy the entire data from his custody after completion of the warranty period. If at any stage it is found that the bidder is using the data provided by the client any time during the contract execution or after completion of the contract for any other purposes, stringent legal action will be initiated as per applicable law of land and the contract will be terminated without assigning any reasons.
- **Bidder** shall not disclose to any one, any information marked as confidential and communicated or made available or accessible by the firm during execution of the work.

### **b. Use of documents and Information**

- The bidder shall not, without prior written consent from IMC /DCICC, disclose/share/use the bid document, contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the IMC /DCICC in connection therewith, to any person other than a person employed by the bidder in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- The bidder shall not, without prior written consent of IMC /DCICC, make use of any document or information made available for the project, except for purposes of performing the Contract.
- All project related document (including this bid document) issued by IMC /DCICC, other than the contract itself, shall remain the property of the Department /TSTS and shall be returned (in all copies) to the IMC /DCICC on completion of the Bidder's performance under the contract.
- The vendor will have to submit customized source code required documentations to IMC /DCICC will have full rights over the customized source code and IPR shall belong to IMC /DCICC and vendor will not possess any rights. On changes in the source code or documentation the vendor will have to provide source code / documentation to department from time to time.

## 5. Annual Maintenance

### **A. Updation, maintenance and reporting for period of 2 years after completion of the Warranty/Guarantee period.**

The supplier has to Update and maintain the mobile app/website for a further period of Two years after the completion of warranty/guarantee period.

## ANNEXURE 1 - BIDDER PROFILE

S N	Particulars	Details to be Furnished
Details of the Bidder(Company/ Firm)		
1	Name	
2	Address	
3	Telephone:	
4	Website/Email:	
Details of Authorized Person		
5	Name	
6	Address	
7	Telephone/ Email:	
Information about Company		
8	Status of Company (Public Ltd./ Pvt. Ltd.) (Ref. Document)	Date:
		Ref.: ROC Document
9	Number of Professionals	
10	Location and Address of Offices	
11	Trading Licence No.	
12	Income Tax Registration No. (PAN)	
13	GST No.	

Signature of Bidder

**ANNEXURE 3 - BIDDER'S AUTHORISATION CERTIFICATE**

To,

The Deputy Commissioner  
Itanagar Capital Complex  
Itanagar  
Arunachal Pradesh

\_\_\_\_\_ Designation \_\_\_\_\_, is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender of reference no \_\_\_\_\_. He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said tender.

Thanking you.

Authorized Signatory

**ANNEXURE 4 - SELF-DECLARATION**

Ref.: \_\_\_\_\_

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

To

The Deputy Commissioner  
Itanagar Capital Complex  
Itanagar  
Arunachal Pradesh

In response to the tender No. \_\_\_\_\_ dt. \_\_\_\_\_ Of Ref. Supply, Installation, Operation and Maintenance of GPS based Vehicle Tracking System as a owner/partner/Director of \_\_\_\_\_ I / We hereby declare that our Agency \_\_\_\_\_ is having unblemished past record and has never been blacklisted by any Government Depot., PSU or private companies.

Name of the Bidder: -

Signature: -

Seal of the Company: -

**ANNEXURE 5 - CERTIFICATE OF CONFORMITY**

Date:.....

To,

The Deputy Commissioner

Itanagar Capital Complex

Itanagar

Arunachal Pradesh

**CERTIFICATE**

This is to certify that, the service for supply installation, Operation maintenance and service which I shall provide, if I am awarded with the work, are in conformity with the Scope of Work in the Tender document.

I also certify that the price I have quoted per unit cost basis is inclusive of all the cost factors involved in the execution of the project, to meet the desired standards set out in the Conditions of the contract.

Name:

Designation:

Seal:



**ANNEXURE 7 - LIST OF DOCUMENTS**

<b>S No</b>	<b>Document Type</b>	<b>Compliance Yes/No</b>
1	Local Office in Itanagar/ Naharlagun (Incorporation Certificate, Rent Lease Agreement, Trade License etc.)	
2	OEM Authorization Certificate	
3	<b>Work Experience /work progress certificate issued by competent authority who signed the work order</b>	
4	Quality Certificate on Hardware (any two from ISO, CE, RoHS, FCC, ARAI)	
5	Copy of Valid Sales Tax/VAT certificate	
6	Self-Declaration of List of Manpower (Technical and Installer based in Itanagar/ Naharlagun).	
7	Security Deposit in Form of BG/DD	
8	Bid Document cost in form of DD	
9	Self-declaration of Warranty Terms of 1 year on the hardware	

Signature of Bidder

## TERMS & CONDITIONS:

1. The complete tender document for the above job can be seen on the website of District Administration, Capital Complex .
2. The bids shall be deposited in two bid system in the tender box kept at the office of undersigned till 16/01/2018 (15:30 hrs) only.
3. The submitted technical bids will be opened on 16/01/2018 (16:30hrs) in Office of the undersigned, In case of holiday on the date of opening of bid, will be opened on the next working day at the same time and venue.
4. Security Deposit of **Rs. 10,000 (in DD from any nationalized bank)** favouring Deputy Commissioner, Itanagar Capital Complex, Itanagar should be included with the technical bid.
5. The bidder should already have successfully executed at least two such Contracts of equal or greater magnitude from any Government Department/ Pvt. Companies across the country.
6. The bidder must possess sufficient and qualified work force to carry out the work.
7. In case of authorized dealer, the firm has to submit the certificate of the same given by the manufacturer/OEM.
8. The firm must customize the software/dashboard as per the requirements of IMC without any additional cost.
9. The bidder shall have to ensure necessary support for all hardware and software components during the contract period.
10. The firm has to give a declaration that it has not been blacklisted in the past by any Govt./Private institution of the country and there is no vigilance/any other investigating agency, Ease pending against the firm/supplier.
11. Copy of valid GST Registration to be submitted.