

**RFP for selecting a suitable agency for providing an Attendance
Management Software at Indian Institute of Information
Technology and Management -Kerala (IIITM-K)**

Tender No. IIITMK/115/PRO/2025

Information Technology and Management -Kerala (IIITM-K)
(Department of Information Technology, Government of Kerala)
Technopark Campus, Phase I,
Trivandrum, Kerala 695 581
info@iiitmk.ac.in

Contents

Tender Notice	2
Terms and Conditions.....	3
Special Condition	5
Eligibility Criteria.....	5
Scope of Work	6
Bill of Material	7
Part A. Technical Bid	8
Profile of the Bidder	8
Part B. Financial Bid	9

Tender Notice

IIITMK invites bids for selecting a suitable agency for Attendance Management Software at the office of IIITMK, Technopark, Thiruvananthapuram in two-Bid system.

Tender No. IIITMK/115/PRO/2025 & Date : 08.08.2025

Description	: Supply and commissioning of Attendance Management Software at IIITMK
Last Date of Receipt	: 25.08.2025, 5.30 PM
Date of Opening	: 26.08.2025 10.00AM
Venue of Opening	: IIITMK, Technopark Phase I, Trivandrum
Tender Fees*	: Rs. 1,500/-
Earnest Money Deposit (EMD)*	: Rs. 5,000/-

*EMD and Tender Fees to be paid as demand draft from a nationalized/scheduled bank, drawn in favour of "IIITMK payable at Thiruvananthapuram.

Information Technology and Management -Kerala (IIITM-K)

(Department of Information Technology, Government of Kerala)

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Terms and Conditions

1. The sealed bids are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part 'A','B' & 'C' as their unconditional acceptance to the terms prescribed by the IIITM-K, details/supporting documents wherever applicable, if attached with the bids should be duly authenticated by the vendor/s. No overwriting shall be accepted unless authenticated with full signature of the vendor/s.
2. Each renderer shall submit the offer in two separate sealed envelopes, Part A & Part B. Envelop No. 1 (mark the envelope as "No.1 Part A - Technical Bid"), Envelop No. 2 will contain only Part 'B' (mark the Envelope as "No.2 Part B - Financial Bid"). Both the sealed envelopes bearing No. 1 and 2 are to be put in the main envelop i.e. Envelop No.3.
3. The bids duly superscribed "Supply and commissioning of an Attendance Management Software at IIITMK", The bids should be addressed by name to The Director and sent at the office address of IIITM-K address given below either by registered post/speed post/or by dropping in the tender box placed at IIITM-K Headquarter & should reach on or before the last date and time.

Address :

The Director, IIITMK,
Technopark Phase I,
Thiruvananthapuram, Kerala 695581.
Ph: 0471 -2784100 / +91 9072394551

4. Bids received after the stipulated date and time shall not be entertained. IIITM-K shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason.
5. The Technical Bid shall be opened on the scheduled time at the office of the IIITM-K in the presence those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for the State Government offices, the due date for opening of the bids will be the following working day at the appointed date, time & venue. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened.
6. IIITM-K shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, IIITM-K may reject the candidature of the Tenderer without assigning any

reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.

7. Prices quoted should be for IIITM-K offices across Kerala and should be inclusive of all charges. The software shall be for an initial period of One year which shall be renewed based on performance and requirement. Hence the financials has to be quoted on a monthly rental basis.
8. The Agency/Party should ensure Data retrieval during the period of purchase. The agency is liable to share the data even after the expiry of agreement.
9. A Service Level Agreement has to be executed between IIITMK and the Agency/Party. This should also abide the General Data Protection Regulations (GDPR).
10. Though IIITM-K prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners, provided the principal authorizes the said channel partner in this regard.
11. Delivery/installation and commissioning should be completed within Four week from the date of the confirmed purchase order.
12. The Tender shall be valid for at least 90 days from the date of opening of Tender.
13. The cost of tender form/Earnest Money Deposit (EMD) will be received in the form of Demand Draft in favour of the Director, IIITM-K, payable at Thiruvananthapuram. This has to be included in the Envelop No. 1 (Part A - Technical Bid). The EMD submitted by unsuccessful bidders will be returned after finalization of the tender process. The details regarding tender fee and EMD are included in the tender notice.
14. The firms who have been exempted from paying EMD and tender fee has to submit the necessary supporting documents along with the Technical Bid.
15. The payment terms are 30 days for 100% payment upon successful supply and commissioning and acceptance of the supplied software/service. Vendor will be fully responsible for comprehensive technical support free of charge during the period and in case of default, IIITMK will have the right to arrange maintenance/rectify at vendor's risk and cost.
16. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Director of the IIITM-K. The award of the sole arbitrator shall be final. Place of such arbitration proceedings shall be at Thiruvananthapuram.
17. The IIITM-K reserves the right to accept or reject any or all tenders including the lowest tender/ without assigning any reason at its sole discretion and the decision of IIITM-K will be final and binding on all concerned.

18. The quantities indicated in BOM (Bill of Material) are tentative and may be increased at the sole discretion of IIITM-K and the vendor shall have not right to claim any minimum/definite volume of business.
19. For any technical details/clarifications, Purchase Officer, IIITM-K would be the point of contact.
20. No Email/Fax bids will be accepted.

Special Condition

1. The bidder shall submit the detailed solution and product specification that they quoted. The item wise rate shall be quoted in financial bid.
2. The bidder shall ensure installation of the software for employees as and when required within the warranty/contract period with same rate.
3. Completion Certificate: Work Completion certificate shall be issued only after completion of work in all respect as per RFP and to the entire satisfaction of IIITM-K.
4. Training: Upon completion of the installation & commissioning, the Successful Bidder shall provide the hands-on training on the installed equipment to the concerned officials along with the training materials on the equipment installed at IIITM-K.
5. Warranty Period: The complete solution including all equipments, active and passive components supplied against this RFP shall have warranty for a period of 1 (One) year from the date of installation and commissioning or till the termination of the Contract period/agreement.
6. Bidders should share all the relevant firmware/OS/Patches etc. if applicable, as and when they are released by OEM during entire warranty period at no cost to IIITM-K.
7. The vendor will liaison on behalf of IIITM-K, with other different OEMs for repairing or replacing of equipment(s) and all other accessories or rectifying the software during period.
8. Successful bidder shall execute an agreement in stamp paper worth Rs.200/- within 7 days from the date of receipt of the purchase order for completing the work as per the purchase order, the specimen will be enclosed along with the Purchase Order.
9. The EMD of the successful shall be converted to Security Deposit in Demand Draft in favour of " Director, IIITM-K " payable at Thiruvananthapuram and execute an agreement in stamp paper worth Rs.200/-. The security deposit will be released within three months after the expiry of the period of contract.

Eligibility Criteria

1. The Bidder should be OEM or Authorized Dealer/Distributor/System Integrator/ Company/Firm of the OEM of the offered product.
2. Bidder should have experience of having successfully completed similar project during the last 3 years.
3. Any Government / Government agency / Banks / Financial Institutions in India should not have blacklisted the Bidder during the last 5 years. Self-declaration to that effect should be submitted along with the technical bid.
4. The firm must possess valid GST/Sales Tax Registration Certificate. (attested copies of all the above certificates should be submitted along with the proposal).
5. Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

Scope of Work

The offices of IIITMK are extended across Kerala from Head Office at Trivandrum to Ernakulam districts.

- I. **Face Recognition**
- II. **Geo Tagging/Geo Fencing**
- III. **Leave Management**
- IV. **Holiday Calendar & Events**
- V. **On Duty/Out Station tracking**
- VI. **Time Management**
- VII. **Attendance Policy**
 - a. The system shall be worked for round the clock without any downtime.
 - b. The Realtime data shall be provided to IIITMK for integrating in IIITMK software.
 - c. The transactional data shall be made available for IIITMK software also.
 - d. Minimum 1 Year Comprehensive warranty or till the expiry of contract.
 - e. IIITMK shall arrange the internet supply.
 - f. The vendor shall enroll the data of all employees initially and training shall be given to IIITMK for further enrolling of employees and the operation of entire system.
 - g. The software license shall be perpetual.

Bill of Material

Sl No	Item	Min Qty	Unit
1	Attendance Management Software	Min 50 Max 100	Nos

Part A. Technical Bid

Profile of the Bidder

Supply and commissioning of Attendance Management Software at IIITM-K

1.	Name and complete address of the Tendered Company	
2.	Tele/Fax/E-mail/Cell No. of the Tendered Company	
3.	Contact person's name & designation and telephone No.	
4.	Details of registered office, if any, along with contact person's name and tele. No.	
5.	Legal status i.e. public / private limited / any other along with documentary evidence.	
7.	Income-Tax registration number along with documentary evidence.	
8.	GSTIN number along with documentary evidence.	
9.	Details of existing major clients where he bidder implemented similar projects in last 2 years, with details of company, value of business, concerned person name & his telephone no. (Please attach full details)	

Date

Name and Signature of Bidder

with Corporate Seal

Part B. Financial Bid

PART B. FINANCIAL BID

Supply and commissioning of Attendance Management Software at IIITMK

Sl No	Item	Qty*	Unit	Unit Rate	Amount (Rate x Qty)	Total Tax	Total Amount (Amount x Total tax) per month per person
1	Attendance Management Software with the said deliverables in "Scope of the Work"	Min 50 Max 100	Nos				
	Grand Total						

*Subject to variations

Date

Name and Signature of Bidder

with Corporate Seal

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