

## Appendix A

### **1. SCOPE OF WORK, DELIVERABLES & TIMELINES**

#### **1.1 Project Objectives:**

Supply, Installation, Testing, Commissioning and Maintenance for five years of Attendance Management System and Bio-metric/ RFID based Access Control System with necessary accessories, cabling, networking etc. Trenching work shall be carried out ( if required) as follows:

Horizontal Directional drilling is preferred.

- If Horizontal Directional drilling of roads cannot be done in some areas, Manual cutting option is to be used as per requirement.
- If Both Horizontal Directional drilling & Manual drilling is difficult, the firm should use Poles and GI pipes for laying the Fiber Optic Cables/Analog cables with markers.
- If Readers are to be mounted on Poles in some places, poles are to be used as per the design provided by the customer.

To set up command and control centre with necessary software, video wall/LED monitors, servers, net work switches etc. with adequate backup.

The firm should also undertake civil works like painting, flooring, false ceiling, electrification etc. and provide necessary furniture for setting up command and control centre.

#### **Training :**

The Contractor shall train the staff of the end customer as well as KELTRON in different aspects of equipment functioning, testing, operation & administration, maintenance and

trouble shooting of Attendance Management System and Bio-metric/ RFID based Access Control System.

### **Time Schedule - The essence of contract**

Commissioning of Attendance Management System and Bio-metric/ RFID based Access Control System shall be completed within the time frame stipulated by the end customer from the date of LOA. However earlier commissioning of the system is appreciated.

### **Maintenance of the solution:**

The firm shall maintain the system for the time period specified by the end customer in such a way that the uptime dictated by the end customer is achieved. For this the firm should provide necessary technical manpower/keep necessary spares for all the crucial hardware in his stock. The firm should have agreements with OEMs for support and supply of spares for the maintenance period.

### **Detailed scope of work for Attendance Management System:**

The firm shall be able to install AMS using any of the following technologies.

- Proximity cards based
- Smartcard based
- QR Code based
- Bio-metric (Finger print/Retina/Face) based
- Aadhar based
- Bio-metric cum Smartcard
- Bio-metric cum Aadhar
- Smartcard cum Aadhar

The firm should be able to customize the AMS software as per the requirement of the customer. Should also be able to integrate AMS software with third party software like ERP, SAP etc. and also generate reports as per customer requirement.

The scope also includes employee data capturing like for eg. Finger print capturing, photo capturing etc. and printing of proximity/smartcard/QR Code sheets etc.

### **Detailed scope of work for Bio-metric/RFID based Access Control System:**

The work involves supply, installation, testing and commissioning of Bio-metric/RFID based Access Control System with necessary access hardware complete with all cabling at all entry/exit gates in customer premises including Comprehensive Annual Maintenance

Contract (CAMC) for a period of 5 years with manning. The system should be suitably inter-linked between gates as well as the pass issuing Office. The system should be so designed as to ensure fool-proof security to prevent entry/exit of any unauthorised person or vehicle. The software should integrate seamlessly with SAP/ ERP or any other third party software for the efficient issue of gate passes.

## SCOPE OF WORK

The scope of work broadly includes, but not limited to and carried out as per relevant standards:

- (i) Issue of Radio Frequency Identification (RFID)/Smart (ISO certified) cards with pre-printed format on front side and other details on back side with terms and conditions (as advised by customer). The cards supplied shall be with the holder and lanyard (Print having customer logo).
- (ii) Manning the Pass-section at the gates for issue of permits for individuals/persons and vehicles round the clock (24X7) on all customer working days throughout the year.
- (iii) Providing necessary equipment's and accessories as required at Entry/Exit Pass issue gate offices.
- (iv) The work mentioned is illustrative and not exhaustive and tenderer may have to carry out any other work related to issue of permits which are not included herein above. The entire work shall be done time bound and it shall be operated round the clock. The required manpower for the contract period shall be supported by the Bidder. Any technical manpower required by the tenderer including IT support executive, machine/show card, repair technician etc. shall be provided by the tenderer.
- (v) As and when the passes are issued, the soft copy of the details shall be uploaded / updated to the server through the network connectivity provided by the customer/bidder (as the case may be). The number of passes issued in each category will be arrived based on the number of records transferred to the customer's server.
- (vi) All the hardware supplied must be in sound and good working conditions
- (vii) All the cost of the hardware, software and allied equipment's & spares, operation and maintenance shall be borne by the successful bidder.
- (viii) The successful bidder shall maintain and upkeep all the hardware and software etc. as may be required for 24 hrs round the clock operations at customer premises at his cost and risk.
- (ix) The successful bidder shall also be required to arrange for the integration of the software with any other software that is presently in use at customer site or would be installed at a later date at no extra cost.

- (x) The successful bidder shall conduct and impart necessary training to the customer staff/officers for the operation of the Access Control system.
- (xi) At the end of the period of contract, all the equipment, software, hardware, etc. under this tender shall be handed over to the customer on as is where is basis in good working condition.
- (xii) The bidder shall obtain/issue licenses or such other certification/documentation required for the purpose in the name of the customer.
- (xiii) The successful bidder shall undertake to provide support services for the successful operation of the system after the completion of the contract period, at such terms and conditions, as shall be mutually agreed.
- (xiv) The successful bidder shall be responsible for insurance of all the manpower & hardware/network supplied and installed by vendor for risk coverage (accidental hazards, death & disability of person, material breakage due to negligence, theft, storm, fire or any other hazards which may occur due to trespassing of vehicles & /or natural adverse climatic conditions and calamities-War, Fire, Cyclone, salinity problems at shore etc.
- (xv) In addition to the above, the successful bidder shall ensure that necessary replacement/upgradation/integration of hardware and software, as may be required for the successful implementation of this project, from time to time.
- (xvi) The successful bidder shall conduct a trial run of the RFID system, 15 days before the go-live.
- (xvii) The period of contract shall be five years from the date of commissioning of RFID system, as certified by the customer.