

16th June 2013

Sealed Quotation for Specification of Centralized & Integrated Time Attendance Management System

The following terms and conditions and technical specifications for the required items are given hereunder for the bidders/vendors.

Detail minimum generic specification for 84(eighty four) or more Branches and head Office:

Option-1

Hardware
Finger Print with Proximity Card
Built in Power backup at least 3 hours
Device should be TCP/IP Based
Central and Stand Alone Operational Capacity in each Location
Proximity Card support with keypad
Strong Sensing Area for Finger Punching
Event storing capacity for temporary purpose (during connectivity interruption) should be each device
Less bandwidth consumption
Software Features
MySQL/SQL Based centrally data export from inbuilt attendance management software
Unlimited Web Based Customized Time Management
Report should be in EXCEL/PDF/TXT Format
Access right arrangement
Alert Type (SMS/MAIL/ALARM)
Capability of Integrated with any HRM software
Auto In/Out Support [One device can handle the IN/Out record], Capable to select IN OUT option
Installation, testing, programming & commissioning for the system software & hardware (Price should be Inside Dhaka and outside Dhaka based)

Option-2

Hardware
Proximity Card
Built in Power backup at least 3 hours
Device should be TCP/IP Based.
Central and Stand Alone Operational Capacity in each Location
Proximity Card support with keypad

Less bandwidth consumption
Event storing capacity for temporary purpose (during connectivity interruption) should be each device.
Software Features
MySQL/SQL Based centrally data export from inbuilt attendance management software
Unlimited Web Based Customized Time Management
Report should be in EXCEL/PDF/TXT Format
Access right arrangement
Alert Type (SMS/MAIL/ALARM)
Capability of Integrated with any HRM software
Auto In/Out Support [One device can handle the IN/Out record], Capable to select IN OUT option
Installation, testing, programming & commissioning for the system software & hardware (Price should be Inside Dhaka and outside Dhaka based)

Option-3

Hardware
Finger Print
Built in Power backup at least 3 hours
Device should be TCP/IP Based.
Central and Stand Alone Operational Capacity in each Location
Keypad
Strong Sensing Area for Finger Punching
Event storing capacity for temporary purpose (during connectivity interruption) should be each device.
Less bandwidth consumption
Software Features
MySQL/SQL Based centrally data export from inbuilt attendance management software
Unlimited Web Based Customized Time Management
Report should be in EXCEL/PDF/TXT Format
Access right arrangement
Alert Type (SMS/MAIL/ALARM)
Capability of Integrated with any HRM software
Auto In/Out Support [One device can handle the IN/Out record], Capable to select IN OUT option
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Terms and Conditions:

1.1 Scope of Bid

Shahjalal Islami Bank (Hereinafter referred to as "the Bank") wishes to receive bids from the bona fide firms for developing the infrastructure of a modern data center located at the 2nd floor, Uday Sanz, 2B Gulshan South Avenue Gulshan-1. The bid includes supply, installation and commissioning of 84 or more units of attendance devices.

1.2 Bidder's qualification

- The bidder shall possess his own office and adequately trained and experienced manpower to install, configure the supplied attendance device
- The bidder shall be assessed under Income Tax Department
- Bidders shall be an authorized dealer for supplied brand attendance device
- Bidders have the capacity for repairing or replacing any hardware unit or the device itself within the warranty period without any charge
- 24x7 support needed to be ensured.

1.3 Documents comprising the bid:

- a. Bid security pursuant to clause 1.6
- b. Technical Description of the deliverables to demonstrate the specified technical requirement
- c. Schedule for financial proposal
- d. Photocopy of following documents should be submitted with the offer.
- e. Valid Trade License and Company Profile (Establishment date, no of tech engineers, no of employees, no of bank clients, hardware replacement period etc.)
- f. TIN and VAT Certificate
- g. Proof of Experience
- h. List of corporate clients with Certificates.
- i. Original Catalogue of all quoted items must be supplied and the offered model must be marked and signed.
- j. Copies of the Quality Certification obtained by the Vendors on the products they quoted and quality Certification on their process, if any.
- k. Certificates of Reseller/Authorized Dealer/Supplier from the manufacturer to be submitted.

1.4 Bid prices

Bidders shall quote the price in Bangladeshi Taka (BDT) for the items quoted including VAT & Tax. The price will include supply, installation; maintenance *vendor's declared warranty* of the items.



1.5 Bid validity

Bid shall remain valid for a period of 60 days after the date of opening of technical proposals. In exceptional circumstances, prior to expiry of the original bid validity period, the Bank may request the bidder to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder agreeing to the request will not be permitted to modify its bid.

1.6 Bid Security/ Earnest Money

The bidder shall furnish as bid security of 2.50% of the total financial offer in the form of Payment Order / Demand Draft. The bid security should be valid for 60 days after the date of bid opening. Any bid not accompanied by an acceptable bid security shall be rejected as non-responsive.

The bid security of unsuccessful bidders will be returned within 30 days. Honored vendor will get the Bid Security/ earnest money along with bill payment that will be paid after signing the purchase agreement.

The bid security may be forfeited if (a) the bidder withdraws its bid during the period of bid validity specified in the bid form; (b) if a successful bidder fails to sign the contract and (c) if a successful bidder fails to furnish the performance security.

1.7 Sealing and marking of bid

The inner and outer envelopes shall

1. Be addressed to the Bank at the following address: Shahjalal Islami Bank Limited, Common Services Division, Head Office, Uday Sanz (1st floor), 2/B Gulshan South Avenue, Gulshan-1, Dhaka.
2. In addition to the above requirements, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to clause 1.9.
3. If the outer envelope is not sealed and marked as above, the Bank will assume no responsibility for the misplacement or premature opening of the bid.

1.8 Deadline of bid

The bidder must submit the bids in original (sealed), duly marking the envelope as addressed at the following no later than 3:00 p.m. (sharp) on 24th June, 2013.

1.9 Late Bids

Any bid received by the Bank after the deadline for submission of bid prescribed in clause 1.8 will be rejected and returned unopened to the bidder.

Handwritten signature and a long arrow pointing to the right.

1.10 Evaluation of proposals

The Bank will carry out a detailed evaluation of the bids according to the information supplied by the bidder through its proposals. The Bank may arrange a discussion meeting with each bidder to understand each and every aspect of technicality of the proposal. The Bank will choose the offer that will be more comprehensive and that conform the relevant required device.

Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any persons not officially concerned with such process until the award to the successful bidder has been announced. Any efforts by a bidder to influence the Employer's processing of bids or award decision may result in rejection of the bidder's bid.

Evaluation will be executed according to evaluation criteria of IT division of Shahjalal Islami Bank.

1.11 Price Negotiation.

The Bank may request higher scored bidders in writing to negotiate the price. Representative of the Bidders must have authorization for price negotiation.

Bank will choose the successful bidder, after price negotiation, considering other performance and quality of products which are deemed fit to the Bank

1.12 Award of Contract

Subject to Clause 1.11, the Bank will award the Contract to the successful bidder.

1.13 Bank's right to accept any bid and to reject any or all bids.

Notwithstanding Clause 1.12, the Bank reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Bank's action.

1.14 Notification of award.

Prior to expiration of the period of bid validity prescribed by the Bank and after successful negotiations, the Bank will notify the successful bidder that his bid as been accepted. The notification of award will constitute the formation of the Contract.

Upon the furnishing by the successful bidder of a performance security the Bank will promptly notify other bidders that their bids have been unsuccessful.



1.15 Signing of contract/Work Order

At the same time that the Bank will notify the successful bidder that its bid has been accepted, the Bank will sent the bidder the Form of Contract Agreement incorporating all agreements between the parties (the Bank & the Vendor) or will issue Work Orders.

1.16 Process to be confidential

Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to the bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the Bank's processing of bids or award decisions may result in the rejection of the bidder's bid.

1.17 Duration and Penalty

In case of a failure of the successful bidder to meet the contract obligations in the prescribed time to successful installation and commission of attendance device, the firm will be liable to pay 1% of the Contract price as liquidity damages for every week after the dead line. Upon reaching the penalty to 10% of contract price, the performance security will be forfeited on sending a letter to the contractor.

1.18 Performance Security/Security Money

10% of total amount should be considered as Performance Security /Security Money for successful bidder. Performance Security/Security Money will be returned after Six (6) months along with Purchase Agreement signing.

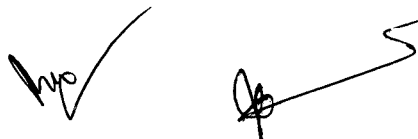
Failure of the successful bidder to comply with the requirements of Clauses 1.14 or 1.18 shall constitute sufficient grounds for the termination of the award and forfeiture of the bid security.

1.19 Product Delivery

7 days after receiving the Work Order.

1.20 Payment

- Payment (without Performance Security/Security Money) will be made after 30 days of installation, testing and satisfactory commissioning of attendance device.
- The Performance Security/Security Money will be paid after six (6) months of product installation and after signing the purchase agreement.

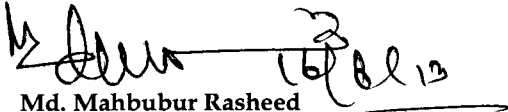



1.21 Maintenance

All products / items supplied / installed should be covered under standard mentioned warranty and maintenance unless specified within the detail specification. Price for such maintenance should be included in the bidding price.

1.22 Withholding Sales Tax & VAT

The bidder is hereby informed that the Government shall deduct tax at the rate prescribed under the Tax Laws of Bangladesh, from all payments for services rendered by any bidder who signs a contract with the Bank. The bidder will be responsible for all taxes on transactions and/or income, which may be levied by the bank. If bidder is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.


Md. Mahbubur Rasheed
SVP & Head of CSD


Md. Rafiqul Islam
EVP & Head of IT