

कार्यालय नगर निगम सहारनपुर।

पत्र संख्या 733/स्वा0वि0/न0नि0सहा0/2025-26

दिनांक:- 08/12/2025

-:सार्वजनिक सूचना:-

विषय:- बायोमेट्रिक अटेंडेंस मशीन की आपूर्ति हेतु रुचि की अभिव्यक्ति (EOI) हेतु आमंत्रण के सम्बन्ध में।


नगर निगम सहारनपुर अपने 70 वार्डों में कार्यरत सफाई कर्मियों हेतु पोर्टेबल, हैंड-हैल्ड, बायोमेट्रिक उपस्थिति रिकार्ड करने वाली मशीनें खरीदना चाहता है। इस प्रक्रिया हेतु इच्छुक आपूर्तिकर्ताओं से EOI आमन्त्रित हैं। EOI हेतु विस्तृत जानकारी नगर निगम सहारनपुर की वेबसाइट (www.saharanpurnagarnigam.com) पर उपलब्ध है।

इच्छुक आपूर्तिकर्ता इस सूचना प्रकाशन के 15 दिवस के भीतर अपनी EOI प्रस्तुत करने हेतु आमन्त्रित है।

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नगर स्वास्थ्य अधिकारी
नगर निगम सहारनपुर।

प्रतिलिपि:-

1. मा0 महापौर महोदय को सादर सूचनार्थ प्रेषित।
2. नगर आयुक्त महोदय को सादर सूचनार्थ प्रेषित।
3. अपर नगर आयुक्त महोदय प्रथम/द्वितीय को सादर सूचनार्थ प्रेषित।
4. विज्ञापन प्रभारी को इस आशय से प्रेषित कि रोस्टर के अनुसार 02 समाचार पत्रों में इस सूचना को प्रकाशित करवाने का कष्ट करें।
5. आई0टी0ओ0 (श्री मोहित तलवार) को इस निर्देश के साथ कि उक्त सूचना को नगर निगम सहारनपुर की वेबसाइट www.saharanpurnagarnigam.com पर अपलोड करना सुनिश्चित करें।


नगर स्वास्थ्य अधिकारी
नगर निगम सहारनपुर।

Expression of Interest (EOI) for Supply, Installation, Enrolment, Training, and Maintenance of Biometric Attendance Machines

1. Introduction

Nagar Nigam, Saharanpur invites Expressions of Interest (EOI) from eligible firms/vendors for the supply, setting up, enrolment, training, and two-year maintenance of biometric attendance machines for sanitation workers across 70 wards within the municipal corporation's limits. The objective is to implement a reliable, offline biometric system to track attendance efficiently and accurately. This EOI is intended to identify capable vendors who can provide sturdy, portable, rechargeable, hand-held, low-maintenance biometric attendance machines. These machines must be user-friendly for barely literate individuals, operate without requiring internet connectivity, SIM cards, or mobile connections, and allow attendance records to be exported via USB pen drive. The machines should have a battery backup sufficient to last at least 3 days without recharging.

2. Scope of Work

The selected vendor shall be responsible for the following:

- **Supply of Machines:** Provision of biometric attendance machines meeting the specified technical requirements. The number of machines will be determined based on requirements for 70 wards (approximately one machine per ward or as needed for sanitation workers).
- **Setting Up/Installation:** On-site installation and configuration of the machines at designated locations within the municipal limits.
- **Enrolment:** Enrolment of sanitation workers' biometric data (e.g., fingerprints) into the machines, ensuring data security and privacy.
- **Training:** Comprehensive training sessions for municipal staff and sanitation workers on machine operation, data export via USB, basic troubleshooting, and maintenance. Training should be tailored for users with minimal literacy.
- **Maintenance:** Two-year on-site maintenance support, including repairs, software updates (if applicable), and replacement of faulty units. Maintenance should cover hardware issues, battery replacements, and ensure minimal downtime.
- **Demonstration:** As part of the bid evaluation, shortlisted vendors must provide a live demonstration of the proposed machines to showcase functionality, ease of use, and compliance with specifications.

The machines must adhere to the following key technical specifications:

- Sturdy and durable construction suitable for field use in varying environmental conditions.
- Portable and hand-held design for easy mobility.
- Rechargeable battery with at least 3 days of backup on a single charge (assuming normal usage for attendance marking of up to 60 sanitation workers per day).
- Low maintenance requirements, with no need for frequent servicing.

- Simple interface operable by barely literate users (e.g., minimal buttons, voice guidance if possible).
- Offline operation: No dependency on internet, SIM, or mobile connectivity.
- Data export: Attendance records downloadable via USB pen drive in a standard format (e.g., CSV or Excel-compatible).
- Biometric sensor: High-accuracy fingerprint or equivalent technology resistant to dust, dirt, and wear.

3. Eligibility Criteria

Interested firms/vendors must meet the following minimum eligibility criteria to participate:

- The firm/vendor should be a registered entity under relevant Indian laws (e.g., Companies Act, GST registration).
- Average annual turnover of at least Rs. 20 lakhs (Rupees Twenty Lakhs) for the last three financial years. Audited financial statements must be submitted as proof.
- Experience: At least 2 years of experience in supplying and maintaining biometric attendance systems or similar devices, preferably in government/municipal projects.
- Technical Capability: Proven track record of delivering offline, portable biometric devices. References from previous clients must be provided.
- No blacklisting: The firm/vendor should not have been blacklisted by any government agency or public sector undertaking.

4. Submission of EOI

Interested parties are required to submit their EOI in a sealed envelope marked "EOI for Biometric Attendance Machines - Nagar Nigam, Saharanpur" to the following address: Nagar Swasthya Adhikari Karyalaya, Nagar Nigam, Saharanpur

Email: [nagarswasthyaadikarisre@gmail.com] for queries only. The submission should include:

- Company profile, including registration details, GST number, and PAN.
- Financial statements for the last two years demonstrating the required turnover.
- Details of similar projects undertaken, with client references.
- Technical brochure/specifications of the proposed biometric machines.
- Proposed approach for supply, installation, enrolment, training, and maintenance.
- Willingness to provide a live demonstration if shortlisted.

EOIs must be submitted in both hard copy (two copies: original and duplicate) and soft copy (via email).

5. Evaluation Process


- All EOIs will be evaluated based on eligibility criteria, technical compliance, experience, and proposed solution.

- Shortlisted vendors will be invited for a detailed presentation and live demonstration of the machines.
- The evaluation will focus on value for money, reliability, and alignment with the specified requirements.
- Nagar Nigam, Saharanpur reserves the right to shortlist vendors and proceed to a formal tender process (e.g., RFP) with qualified parties.
- The decision of Nagar Nigam, Saharanpur shall be final and binding.

6. General Terms and Conditions

- This EOI does not constitute a formal tender or contract. It is solely for gauging interest and shortlisting potential vendors.
- No costs will be reimbursed for preparing or submitting the EOI.
- Nagar Nigam, Saharanpur reserves the right to accept or reject any EOI without assigning reasons.
- Confidentiality: All information provided in the EOI will be treated as confidential.
- Any attempt to influence the evaluation process will lead to disqualification.
- For clarifications, contact- Nagar Swasthya Adhikari at 8218526781 strictly during office hours ie 10 AM to 5 PM on working days.

Nagar Swasthya Adhikari, Nagar Nigam, Gurudwara Road, Saharanpur, UP-244001


 25/12
 08/12/2025
 नगर स्वास्थ्य अधिकारी
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