



**GOVERNMENT OF PAKISTAN CABINET DIVISION  
PAKISTAN BAIT-UL-MAL**

**Bio-metric Time & Attendance Solution**

**(Request for Proposal)**

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## Description of Work:

Pakistan Bait-ul-Mal invites sealed Proposals (Technical & Financial) for Bio-metric attendance solution with devices and customized reporting portal for PBM Schools, Women Empower Centers. In first phase, 10 Districts (PBM Schools & WEC) of Pakistan (list in Annexure A) are selected as pilot. This document will cover the following scope;

- i. Installation of Bio-metric Attendance Machines at Specified Locations
- ii. Provision of Web-based Time & Attendance Software And Customized Reports for:
  - a. PBM Schools Students , WEC Trainee
  - b. Projects Staff
- iii. Provision of Financial/Stipend Module
  - a. Center-wise Stipend calculation and generation of bank-wise payment lists of students/trainees based on attendance
  - b. Customized reports (Annexed)
- iv. Bio-metric Registration of Students, Trainees, Teachers, Staff and Payment receiver at specified locations (one time activity in the start)
- v. Backup and Support Solution
- vi. Training
  - a. Training of Staff at Provincial Headquarters
  - b. Technical Training of IT Staff
- vii. Technical Support

## Background:

PBM has played vital role in eradicating poverty through its various pro poor projects and schemes. There are 158 PBM schools functioning across the country. The purpose of the project is to provide free education to children involved in child labor. Furthermore, to empower women to earn respectable livelihood 157 WEC are functioning throughout country.

Now, PBM aims at introducing Biometric attendance in the centers to ensure transparency in attendance and calculation of stipend. In view, thereof, it is decided to pilot the attendance mechanism in Ten (10) districts as a pilot, The Project will further be extended in other districts nationwide **subject to successful evaluation of two payments.**

The detail of stipend calculation:

- I- Students stipend Rs.10/- per day per attendance on monthly basis and parents' subsistence allowance Rs.300/- per month will be calculated based on 75% attendance of the students/month. The calculated monthly amount will be downloaded from the customized web portal of bio metric attendance devices to PBM Schools beneficiaries.
- II- Each WEC trainee will be paid a stipend Rs.30/- per day per attendance on monthly basis, it shall be calculated through customized web portal (Based on 80% attendance of the students).
- III- Payment will be calculated on monthly, bimonthly or as required.

After successful completion of the pilot it shall be expanded to other districts of Pakistan, covering about 18000 students, 17000 parents/beneficiaries and 9660 trainees of WEC.

## Stakeholders:

Following are the major stakeholders of the Programme:

1. Pakistan Bait-ul-Mal
2. Students of PBM Schools
3. Trainees of WEC
4. Parents of PBM schools Students & WEC Trainees
5. Payment Agency

## 5. Scope of work

PBM requires the bio metric devices with allied accessories and software (web portal) to launch GPRS based Biometric attendance system for PBM schools and WEC projects. The system shall be equipped with the fastest commercial based fingerprint matching algorithm and high-performance, high-image quality optical fingerprint sensor. The devices should have efficiently processing, including fingerprint image quality, time/date and verification result etc.

This biometric fingerprint attendance system should store fingerprint data and employee/beneficiaries' details. User time-in, time-out and attendance logs will be stored in the server. Administrators could interact with data being sent using this device through the central server. All districts and authorities would be able to access this system through online computer system. Only authorized user would be able to connect with the biometric Attendance System's reporting application. The firm will also submit **work plan, backup/recovery plan (in case of machine failure and maintenance plan).**

The system should provide the following features: -

1. To establish the real-time attendance system for PBM Schools Students, WEC Trainee, Schools/WEC staff
2. To ensure that attendance of employees, trainees & students registered attending the offices/training / school is reported correctly.
3. Customized web portal shall have the capability to hold information of students' like Student name, class, section, session, center name, center address, shift etc.
4. Customized web portal shall have the capability to hold information of employees like name, parentage, section, BPS, cnic, contact number, type, shift, etc.
5. Web portal shall have the capabilities to transfer pass out students in next class till 5<sup>th</sup> Grade in PBM School
6. Web portal shall have the capabilities to add WEC Trainee in only two courses but one at a time.
7. As the Real-time biometric solution is centralized and shall incorporate all the rules of PBM Schools / WEC as per policy for registration and enrollment of students/trainees. The system would allow us to generate list of repeated enrollments in each center and the same may be cross-checked with other centers too.
8. Customized web portal shall have the capability to hold information of students' parents like, name, CNIC, Bank account, Bank name, Bank Address; in case of payment receiver is not mother or father then guardian can be a payment receiver and web portal should save the information name, CNIC, thumb impression, Bank account, Bank name, Bank Address of payment receiver.
9. Web portal shall have the capabilities to provide following attendance reports with date-range and office/section/all parameter (annexed);
  - i Time-In report

- ii Time-out report
- iii Individual report
- iv Leave/Absent report
- v Class-wise report
- vi Center-wise report
- vii Summary report

10. Executive Dashboard shall be provided with graphical interface and with the provision of customized filters for reports
11. Web portal shall have administrator settings to define daily stipend and should be changeable at any time not hard coded for both PBM schools and WEC, two settings be provided e.g. Rs.10 per day for PBM schools and Rs.30 per day for WEC
12. Web portal shall have the administrator settings to define attendance %age and should be changeable at any time not hard coded for both PBM schools and WEC centers, two settings be provided 75% for PBM Schools and 80% for WEC.
13. All the configuration management (software/hardware) shall be done with the consultation of PBM.
14. Payment/stipend shall be calculated for bonafide trainees, students, parents, of each center, on the basis of attendance %age and stipend per day as defined in serial no.11 & 12 above.
15. Calculated stipend shall be downloadable for further payment process and non-editable.
16. Stipend module shall have following report with range-specified and center-wise/region-wise and shall be able to reconcile the data, received from banks, with the proposed MIS.
  - i Center-wise stipend calculation
  - ii Region-wise/region-wise stipend calculation
  - iii Center-wise-province/region-wise stipend payment report
  - iv Center-wise-province/region-wise stipend reconciliation report
  - v Individual stipend report
  - vi Class-wise stipend report
17. Stipend report shall be center, region and bank wise, which can be used as debit instruction for payments.
18. Web portal shall have capabilities to update with respect to Policies & Users rights.
19. The system shall be based real-time biometric and other relevant record of each students, trainees, employee and beneficiary.
20. The system shall provide Online device management to keep track of all machines
21. The attendance solution shall have the provision for online verification with NADRA or provide an offline solution (a report to download having the following fields Centre/school Name, Payment receiver name, CNIC and thumb impression for the verification purpose).
22. Bidder will provide separate financial proposals in case of having both the solutions (online verification through NADRA by biometric devices or offline solution)
23. The bidder shall provide the Time and Attendance Machines (GPRS/GSM - 3G/4G supported TAS Machines) at the specified locations and shall be responsible for the delivery, installation and commissioning of machines and provide the stock availability. In case of failure the bidder shall ensure stand-by arrangement.

24. The successful bidder will prepare the Software Requirement Specification (SRS) document and get it verified from PBM before finalization and adjust any other requirement, if any, in MIS.
25. The firm shall submit the backup and support solution and provide immediate technical support to keep the system live.

## 6. Format for Technical Proposals:

The technical proposal shall be concisely presented and structured in the **form of chapters** to include, but not necessarily be limited to the following information. Support material shall not be part of the main proposal but may be placed at Appendixes. Criteria for technical evaluation is given in Annexure B.

### 6.1 General:

The bidder should provide the following.

1. Name and short profile of the bidder (not more than one page)
2. Proposed solution

### 6.2 Financial Capabilities:

The bidder shall describe the financial position of its organization. **Income Statement or Annual Report** should be included in the detailed Technical proposal. The **National Tax Numbers and Sales Tax Registration Numbers** of the company should also be indicated (**Photo copies of concerned documents should be provided**).

### 6.3 Relevant Experience:

Bidders must demonstrate relevant experience of implementing nature of similar projects in public or private sector. **The details of experience should be provided where the proposed system is implemented and running.** (Note: Experience with government organizations will be preferred)

Sr. No.	Nature of Project	Total Value PKR (m)	Name of the Project, Customer, Contact person & Contact Details

**Note:**

1. Those Projects shall be preferred where bidder can provide the successful completion certificate from the Client Organization (Photocopies of documents should be provided)
2. The detail of the projects in which the bidder has provided the complete solution should be listed separately.

### 6.4 Technology Roadmap

The bidder to clearly mention the roadmap for the products and/or services that are quoted as part of the total solution. A detailed chapter covering at least the following:

1. Any other supporting documents, graphs or charts which describe the technology roadmap of Biometric attendance and payment platform used for applications may also be provided.
  - 1) Support of various IEEE standards.
  - 2) Support of various Information Security standards.
  - 3) Future products of same series, proposed by the Vendor.
  - 4) Proposed Technology and Platform
  - 5) Commitment on Research & Development by the Vendor towards solving IT Security Issues.
  - 6) Technology Refresh (strategy for the renewal and/or upgrade of technology employed at different times during the lifecycle of the project).
  - 7) Investment Robustness (avenues to safeguard investment in technology, e.g., using industry standards, modularizing the system, upgradeability and scalability).
2. Authorization/Dealership with the manufacturer of the Hardware with at least 3 years of experience of Hardware supply/Assembling.

### 6.6 Project Implementation/Management Plan

The bidder shall provide a detailed implementation plan and project management plan. **Bidder should provide the execution timeline.**

### 6.7 Deliverables

The bidder should clearly mention and list all the deliverables to be completed under the proposed project. The Firm will submit a proposed work plan with given milestones as a part of technical proposal. It is anticipated that the given milestones will be completed within 45 days of signing of the contract. All architectural deliverables must comply with industry standards.

- i TAS Machines (Onsite delivery)
- ii Web-based Time & Attendance Software (Real-time) with Financial/Stipend Module
- iii Installation & Commissioning
- iv Training
- v Go Live
- vi Complete Project Documentation
- vii Warranty Certificates

**Note:**

All the web portal components customized/developed should be provided with its software source code

and it will be the property of PBM & it should not be HARD CODED. Also a set of Operational & technical manual/technical design documents must also be prepared for better understanding & Future reference/ guidelines.

### 6.8 Warranty Period

The bidder shall give at least (1) one year comprehensive (unconditional) warranty for device and allied warranty for web portal/software specific under company strategy , certifying that the goods/services supplied confirm exactly to the specifications laid down in the contract and are secured and that in the event any material being found defective or not conforming to specifications/particulars governing the supply for a period of one year from the date of supply the supplier will be held responsible for all losses and that the unacceptable items shall be substituted with the acceptable items at bidder expense and cost.

### 6.9 Support Capabilities

Bidders must provide support for the solution for the duration of the entire implementation process of the project, i.e., up to the time of exit of the bidder from the project. The bidder should indicate the support capabilities for Application. **The bidder should provide onsite support for the project for which a dedicated resource needs to be present in PBM Head office or remote offices where ever applicable at the client’s site.** The selected vendor will provide support for the following for three years:

- **Hardware Support:** The firm will provide on-site hardware support in case of machine failure and liable to replace the machine and keep the hardware stock available for immediate replacement. The detailed support plan should also include the following information other than mentioned above:

Sr. No.	Items	Hardware maintenance/repair/upgrade /replacement	Response time (in hours)	Resolution time (in hours)	Contact person name, email & Mobile No.

- **Software bugs and upgrades/enhancements warranty.** The software warranty will include providing on-site and Help Desk support for technical issues. The detailed support plan should also include the following information other than mentioned above:

Sr. No.	Items	Software bugs / upgrades/ Enhancements warranty	Response time (in hours)	Resolution time (in hours)	Contact person name, email & Mobile No.



The Support plan should cover following categories in detail:

1. Staff assigned to the project (Onsite Support)
2. Technical support staff location. (Office Locations)
3. Support experience of Government projects.

### 6.10 Training Capabilities

The bidder should indicate its training capabilities to provide training on software application, Licensed Software, Hardware they provided. Bidder should also provide a detailed training schedule. Training premises (on-site) and necessary equipment will be arranged by the bidder.

The Training plan should cover following categories in detail:

1. Training of Staff at Provincial Headquarters
2. Technical training of IT Staff

### 6.11 System Roll-Out

The firm shall be responsible to conduct System Roll-out with the close coordination of PBM after the post-evaluation of solution, deployed by the firm, and ensures successful “Go Live” execution for production. Whereas PBM will conduct comprehensive System Testing of Proposed Solution and ensures the generation of desired outputs as required.

## 7. Technical and Financial Evaluation

There will be a two-stage technical evaluation for complete solution provided by vender, followed by a financial evaluation. Preliminary evaluation (Initial Screening) of technical bids will be done on the basis of following parameters:

1. The bidder shall be a Company/firm having legal presence in Pakistan.
2. Bidder must have successfully implemented the same kind of proposed application. **(Those Projects will be preferred where bidder can provide the successful completion certificate from the Client Organization.)**
3. **The detail of the projects in which the bidder has provided the complete solution should be listed separately.**
4. Bidder shall have valid National Tax Numbers and Sales Tax Registration Numbers.

5. Financial Capabilities
6. Audit report of last two years
7. Support for Software Developed and Hardware
8. Understanding of the Project

**Note: Failing to qualify on any of the above criteria will not be considered for further evaluation**

Detailed technical evaluation will be done for firms who qualify the preliminary evaluation mentioned above. These firms will provide device sample to PBM. Also present the proposed solution and demonstrate software/web portal features through the presentation.

Ratings for the technical evaluation will be as follows:

Sr. No.	Description	Evaluation Weight-age
1.	Technical Proposal	60%
2.	Financial Proposal	40%

Financial bids of firms who score at least 70% on the technical evaluation (as a whole) will be opened before the representatives who wish to attend the tender opening. 40 % weight-age will be given to financial proposals of bidders. The formula for financial scoring is that the lowest bidder gets 40 points and the other bidders score 40 multiplied by the ratio of the lowest bid divided by the quoted price.

**Example:**

Value quoted by lowest bidder = A

Value quoted by second lowest bidder = B

Value quoted by third lowest bidder = C

Financial scoring of the lowest bidder will be = 40

Financial scoring of the second lowest bidder will be=  $(A/B)*40$

Financial scoring of the third lowest bidder will be =  $(A/C)*40$

Technical scoring out of 100 = A

Carried Forward & Prorated Technical scoring =  $A \times 0.6$

Points obtained in the detailed technical evaluation will be carried forward & prorated. Tender will be awarded to the bidder with maximum accumulative points (Technical Score + Financial Score). **The decision of this Committee will be binding on all concerned and will in no case be challengeable in any forum.**

**8. Currency**

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

**9. Withholding Tax, Sales Tax and other Taxes**

The bidder is hereby informed that the PBM shall deduct all taxes at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any bidder who signs a contract with the

Government. The bidder will be responsible for all taxes on transactions and/or income, which may be levied by government from time to time in future as well.

## **10 OEM (Original Equipment Manufacturer) relationship and warranties**

The bidder should be authorized Partner/ assembler/ manufacturer

### **1 1. Acceptance of Proposals**

PBM reserves the right not to accept the lowest or any proposal and to annul the bidding process without assigning any reason whatsoever.

The acceptance criteria will be as follows:

1. Bidder must be technically compete to initial screening criteria mentioned in above heading # 7.
2. Bidder must score at least 70% in the technical evaluation.
3. Bidder must be the highest evaluated bidder (i.e. Technical Score + Financial Score is maximum).

## **12 General Terms and Conditions**

1. The proposal and price shall remain valid for a period of not less than 90 days from the closing date of the submission of the proposal, for the purpose of technical and financial evaluation.
2. The technical and financial proposals should be delivered in separate sealed envelopes. At the top left of the envelopes it should be clearly stated "Request for Proposal (RFP) For Biometric Attendance Devices with Customized Reporting Portal for PBM Schools and Women Empowerment Centers (WEC)", and it should be clearly stated on the envelope, whether it contains the technical or the financial proposal. Date of opening will be intimated through letter. Bids will be opened in the presence of the authorized representatives of the bidders who may wish to attend. The financial proposals of only the technically viable/ short listed bidders will be opened on a date to be specified later.
3. RFP must be accompanied with bid security/earnest money (refundable) for an amount of 5% of bid value in shape of pay order/ bank draft in favor of PBM. The earnest money should be included in the sealed financial proposal. RFP without earnest money or less than 5% of the bid value will not be entertained and rejected straightaway.
4. After the successful implementation of the pilot project and for scaling up the project on bases of successful evaluation; Bidder will also submit a Performance Bank draft to the PBM, equal to 5% of total value of the project, as security against warranty (as provided in the contract), which would be refunded after successful warranty period.
5. The quantities mentioned in the proposal may increase or decrease according to requirements.
6. At any time prior to the deadline for submission of bids, PBM may, for any reason, amend this RFP, whether at its own initiative or in response to a clarification requested by a prospective bidder.
7. If the bidder fail to execute the Contract in a satisfactory manner, or if his conduct is considered improper or if the bidder contravenes any of the laws and conditions of

the contract, his name will be placed on the list of defaulting Bidders. The Bidder and/or his duly appointed agent shall be responsible for the prompt delivery of the agreed deliverables. In the event of a delay in delivery of the agreed deliverables and services, the bidder will be liable to pay to the PBM by way of penalty, a sum calculated at 0.25% of the total cost of contract value for each day of delay in delivery of agreed deliverables. The penalty would be capped at a maximum of 10% of the contract value. The PBM reserves the right to terminate the contract if the delivery is delayed by more than 45 days. Final decision on penalties for delayed service delivery shall be made by PBM authorities.

8. If the progress of work is not to the satisfaction of the PBM, the work will be awarded to another party at the risk and cost of the bidder. In such an eventuality, if any excess amount is to be paid by PBM, it will be recovered from the bidder.
9. All government taxes will be applicable at source as per rules.
10. PBM has the rights to add, enhance or remove any functionality not disturbing the major scope of work.
11. PBM will not bear any expense incurred in the preparation of proposals in response to this RFP.
12. All responses to this RFP shall become the property of PBM.
13. Proposals sent to PBM by Fax or Email will not be accepted.
14. Proposals submitted after due date and time will be rejected.
15. An effort by any firm(s) to influence PBM, "directly or indirectly through unfair means", in PBM proposal evaluation, proposal comparison or contract award decisions, to meet or discuss with any PBM official unless desired by the PBM may result in the rejection of bidder's proposal.

### **13. Terms of Payment:**

Payment will be made by PBM on successful deployment/completion of the Project at Project sites as per contract. Milestone payments can be considered based on deliverables which will be approved by the PBM. No milestone payments will be released without written intimation by PBM.

## Annexure A

S/N	District Name	PBM Schools	WEC
1	Lahore	7	8
2	Hyderabad	4	2
3	Peshawar	1	1
4	Quetta	3	4
5	Multan	3	1
6	Gilgit	1	1
7	Karachi-I	2	1
8	Sialkot	5	3
9	Nowshera	1	1
10	Rahim Yar Khan	1	3
<b>Sub Total</b>		<b>28</b>	<b>25</b>
<b>Total Sites</b>		<b>53</b>	

## Annexure B

### Technical Evaluation Criteria for Bio-metric Time & Attendance System Solution

**Total Marks of Technical Proposal: 100**

S/N	Parameters for Assessment	Total Marks
1	Bio-metric Attendance Machines (Model, Device Life, GPRS/GSM 3G/4G Support, Sensor, Fingerprint storage & transaction capacity, Battery backup, Machine Safety, Firmware, Reliability)	10
2	Web-based Time & Attendance Application (Real-time) including Financial/Stipend Module (Executive Dashboard with graphical interface, Comply TAS requirements, Customized reporting with filters, Software Maintenance, Technical Support - no downtime, Source Code and All relevant technical documentations to update source code, if required)	10
3	Warranty (One-year=5, two-years or more=10)	10
4	Manufacture / Assembler (Two year experience=5, Three to Five years=10 and more than five years' experience=15)	15
5	Technology Roadmap with Backup & Recovery plans (TAS Machines installations, Registration Process, Service Plans, Data backup, TAS Machines stock availability, H/w & S/w Recovery)	10
6	Project Management, Deployment & Training Plans with timeline Post-Implementation Plans Training Capabilities – (5 marks) Technical Support – (10 marks)	15
7	Company Profile (Financial health, Capacity to deliver at PBM Sites)	20
8	Relevant Experience: (Year of Experience Beyond Required min 3 years, two(2) for each year up to maximum 10)	10
	<b>Total Marks</b>	<b>100</b>

## Annexure C

Financial Proposal						
S/N	Description	Qty. / No. of Sites	Cost (Rs.)	Total (Rs.)	GST	Total (Rs.)
1	Bio-metric Attendance Machines					
2	On-Site Delivery, Installation, Commissioning					
<b>Sub Total (Rs.)</b>						
S/N	Description			Total Cost (Rs.)	GST	Total (Rs.)
1	Web-based Time & Attendance Application (Real-time) including Financial/Stipend Module					
2	Training					
<b>Sub Total (Rs.)</b>						
Support Cost (For One-Year)						
Sr #	Description	Description of work / Hardware Part or Machine	Cost (Rs.)	Total (Rs.)	GST	Total (Rs.)
1	Software Upgradation /Enhancement					
2	Hardware Replacement/Maintenance & Support					
<b>Sub Total (Rs.)</b>						
<b>Grand Total (Rs.)</b> <b>(Hardware + Software + Support), Sum of above Sub-Cost</b>						

## EXPRESSION OF INTEREST

Pakistan Bait-ul-Mal (PBM) has been operating its various pro poor projects for the last many years. There are 158 PBM schools functioning across the country to provide free education to children involved in child labor; and to empower women to earn respectable livelihood 157 Women Empowerment Centers are functioning throughout country. Now, PBM aims at introducing Biometric attendance in the centers to ensure transparency in attendance and calculation of stipend based on it. In view, thereof, it is decided to pilot the attendance mechanism in Ten (10) districts as a pilot, The Project will further be extended in other districts nationwide subject to successful evaluation of two payments of stipend.

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  - b. Projects Staff
- iii. Provision of Financial/Stipend Module
  - a. Center-wise Stipend calculation and generation of relevant payment lists of students/trainees based on attendance
  - b. Customized reports
- iv. Bio-metric Registration of Students, Trainees, Teachers, Staff and Payment receiver at specified locations (one time activity in the start)
- v. Backup and Support Solution
- vi. Training
  - a. Training of Staff at Provincial Headquarters
  - b. Technical Training of IT Staff
- vii. Technical Support

All interested agencies/Institutions (having valid National Tax Numbers and Sales Tax Registration Numbers) are requested to submit Financial and Technical Proposals in separate sealed envelopes within 15 working days of publication of advertisement. PBM reserves the right to reject any or all proposals at any stage.

The Request for proposal (RFP) can be obtained from PBM, Head Office, Street #7, Sector H-8/4 Islamabad or can be downloaded from PBM website [www.pbm.gov.pk](http://www.pbm.gov.pk) or PPRA Website and submit by hand before the closing date.

Director (Administration)  
Ph: 92-51-9269603

