Ref. NIA/ENGG/2025-26/004

Date: 01/12/2025

Subject: Quotation form for Integrated Attendance & Leave Management System along with Mobile App for NIA, Pune

Dear Sir/Madam,

NIA invites you to submit your offer on email for Integrated Attendance & Leave Management System along with Mobile App in complete accordance with enquiry documents:

   Due Date & Time **:** 12.12.2025 at 03:00 pm.

Quotation Evaluation Criterion :

The quotation completed in all respects should reach NIA via email on or before 03.00 pm of the scheduled date. Emails will be received at <u>kishor@niapune.org.in</u>. Quotations received after the due date and time are liable to be rejected. NIA reserves the right to accept or reject any or all quotation received to its absolute discretion without assigning any reason whatsoever.

Thanking You,

Yours truly,

Engineering Department(NIA)

DOCUMENT REQUIRED FROM THE BIDDERS.

1. Registration certificate.

2. Authority letter from the holder of the certificate/Proprietor Certificate

3. PAN & GST Certificate

4. Annual Turnover Certificate

5. Software handling experience of at least 15 to 20 companies

6. Local Service Centre.

7. Client List

1.TERMS AND CONDITIONS:

1. Prices- Rates quoted should be firm.

2. The rates should be quoted on the basis on the units specified in words as well as in figures without any cutting, in case of differences in values / rates in figure and words or any confusion it will be constituted to take the rates which are lowest.

3. Payment- Payment shall be made within 15 days of receipt of bills from the agency/firm/company after the completion of entire work.

4. Guarantee / Warrantee must be written in the quotation.

5. The quotation should be valid for a minimum period of 90 days from the date of enquiry letter date.

6. The acceptance of items/modifications is subject to inspection by the Est Dept.

7. Incomplete quotation will be rejected summarily.

8. Kindly note that changes will be made in the software as and when required as per requirements of NIA, Pune

2. Scope of Work

❖ <u>Attendance Management Module</u>
Provision, design, and customization of the Attendance Management module within the HRMS platform, tailored to meet NIA's specific requirements for managing attendance of approximately 100 employees.
<u>Key Deliverables:</u>

- Face-recognition-based attendance with anti-spoofing

- Real-time tracking and reporting

- Shift scheduling and overtime calculation

- Geo-fencing for mobile attendance (optional)

- Integration with biometric devices and existing systems

- Detailed analytics and customizable reports

❖ Leave Management Module

Provision, design, and customization of the Leave Management module within the HRMS platform, configured to align with NIA's specific leave policies and workflows, ensuring efficient administration for approximately 100 employees.

Key Deliverables:

- Online leave application and approval workflow

- Leave balance tracking and accrual management

- Holiday calendar integration

- Notifications and alerts for pending approvals

- Comprehensive reporting and audit trail

- Mobile accessibility for leave application and approval

❖ Integration & Technical Requirements

- Mobile application and web based user interface (Android & iOS) for employees and managers

- Web-based dashboard for administrators

- Cloud or on-premises deployment options

- API integration capability with HR/payroll systems

- Data security, encryption, and compliance with applicable regulations

- Backup and disaster recovery measures

3. Technical & Functional Requirements

A. Attendance Management

Feature	Compliance (Yes/No)	Remarks
Face recognition-based attendance with anti-spoofing		
Real-time attendance tracking & reporting		
Shift scheduling & overtime calculation		
Geo-fencing for mobile attendance (optional)		
Integration with biometric devices & existing systems		
Detailed analytics & customizable reports		

B. Leave Management

Feature	Compliance (Yes/No)	Remarks
Online leave application & approval workflow		
Leave balance tracking & accrual management		
Holiday calendar integration		
Notifications & alerts for pending approvals		
Comprehensive reporting & audit trail		

C. Technical Requirements

Feature	Compliance (Yes/No)	Remarks
Mobile App (Android & iOS)		
Web-based dashboard		
Deployment options (Cloud / On-premises)		
API integration with HR/payroll systems		
Data security & encryption		
Backup & disaster recovery		

D. Support & Training

Feature	Compliance (Yes/No)	Remarks
Installation & configuration support		
User training for staff & administrators		
Post-implementation maintenance & SLA		

4. Commercial Details
Format for quotation

To be filled in by agency on their letterhead

S No	Description	Qty	Unit	Rate	Amount
1	Supplying, installing, integrating the face recognition **biometric machine** for attendance of minimum 100 employees.	1	Each		
2	Provision, design, and customization of the **Attendance Management module** within the HRMS platform, tailored to meet NIA's specific requirements for managing attendance of approximately 100 employees.	1	Each		
3	Provision, design, and customization of the **Leave Management module** within the HRMS platform, configured to align with NIA's specific leave policies and workflows, ensuring efficient administration for approximately 100 employees	1	Each		
4	Integration of attendance and leave management within the HRMS platform, configured to align with NIA's specific leave policies, workflows and attendance rules, ensuring efficient administration for approximately 100 employees	1	Each		
5	Annual subscription charges for **Attendance Management module**	1	Each		
6	Annual subscription charges for **Leave management module**	1	Each		
7	Annual subscription charges for **attendance and leave management** within the HRMS platform	1	Each		
8	Annual maintenance cost for Biometric Machine (if any)	1	Each		
				Total amount	
				GST	
				Final Amount	

Delivery Period: All the work should be completed within 3 weeks from date of PO as per the requirement of NIA, Pune.

Signature and seal of agency/firm/company

Date: Address:
                                                               Mobile No:

5. Vendor Details

Sr. No.	Required Information	ANSWER
**INDIVIDUAL / FIRM / COMPANY PROFILE**	
1	Name and registered address of the Individual/firm/company.	
2	Name, designation, and telephone nos. of the contact person / persons. Mobile Nos. Fax No. E-mail id	
3	Month and Year of commencement of service business in present name.	
4	**(Photocopies of following documents to be Uploaded)**	
	• Registration number of the firm. (As per Shop and Establishment act.)	
	• PAN No. and TIN No.	
	• Goods and Service Tax No	
5	Name and complete postal address of bankers.	
	Name of Bank	
	Branch	
	Account No	
	Account Type	
	IFSC Code	
6	Additional Information if any.	

Signature and seal of agency/firm/company

Date: Address:

                                                         Mobile No: