Annex-A: Detailed Specifications and TORs

S. No.	Items	Qty
Hardware		
1	Contactless Facial Recognition Time attendance and access devices at HO (Ground Floor and Basements at Turnstile Gates)	22
2	Contactless Facial Recognition Time attendance and access devices at Head Office-Islamabad total 13 floors (02 devices at each floor)	26
3	Contactless Facial Recognition Time attendance and access devices at company registration Offices at (Karachi, Lahore, Quetta, Peshawar, Multan, Faisalabad, Sukkur, Gilgit-Baltistan)	19
4	Customized basis SS material for devices mounting on existing turnstiles gates at Ground Floor and basements	18
5	2D Hands-Free Area-Imaging Scanner	2
6	Finger Print Multi card reader USB Type	2
7	WEB camera 3.0 MP, Autofocus, with H.264 support	2
8	RFID 125 KHZ Thin proximity card Printed as per SECP SOP	280
9	Power Cable 3/29 2 core (Rolls) 90m - APA	7
10	Electromagnetic Lock single leaf, LED with cabling complete in all respect	28
11	Push Button Fail-Safe (Emergency Button) installation at Ground and Basements of HO Building	3
Software		
12	Customized HR Module, AMS Module, Leave Management & Access Control Module with Dynamic Report Builder	1
13	Middleware Software (Web based) 2000 terminals support along with 200,000 users support	1
Services (Installation and Commissioning)		
14	Complete installation, integration, testing & commissioning of system across SECP Locations (The Facial attendance machines must be delivered and installed in all aspects at multiple offices of the Commission (Head Office-Islamabad and company registration offices located at Karachi, Lahore, Quetta, Peshawar, Multan, Faisalabad, Sukkur and Gilgit-Baltistan)	1 Job
15	Integration of the solution with existing SECP's Oracle ERP	
16	Manual Push Buttons installations with all turnstile gates deployed at entry-exit points	
17	Separate power cabling for all devices on each floor (complete in all respect)	

Technical Specification of the Hardware Devices

S. No.	Description	Specification of Biometric Device
1	Display	5" Colour Touch Screen or Higher
2	Face Capacity	20,000 or Higher
4	Card Capacity	500,000 or Higher
5	Transactions	1,000,000 or Higher

6	Standard Functions	Walk-Through method Face Recognition at a distance up to 3m or Higher, Face Authentication under Illuminance up to 25,000 Lux or Higher, Anti-spoofing attacks against photos, videos & 3D mask, Liveness Detection, Easy Face Enrollment, Using Camera or Phone Pictures, PoE (Optional), HID Prox, iClass (Optional), IP65
7	Hardware	16GB Flash + DDR3 512MB x 4 (2GB), Cortex-A9 Quad Core 1.4GHz or Higher
8	Communication	External I/O, TCP/IP, RS-232, RS-485, Wiegand,
9	Access Control Interface	EM, Strike, Motor Lock, Auto Door, Anti-Passback
10	Optional Function	125KHz RF / 13.56MHz Smart simultaneous use (1 Sam socket) HID 125K Prox card (Option) HID 13.56MHz iClass Card (Option)
11	Facial Recognition Speed	<1s
13	Power Supply	12V
14	Working Humidity	Lower than 90% RH
15	Working Temperature	20 ~ 60°C / D16, D1
17	Supported Software	Web Based

Table 2.0

S. No.	Description	Specification of 2D Hands-Free Area-Imaging Scanner
1	Input voltage	5 VDC ±0.5V
2	Working	2.0 W (400 mA @ 5V)
3	Host interface	USB, RS-232
4	Illuminance	0-100,000 Lux
5	DPI	1280×800 pixel
6	Motion tolerance	Up to 2.5 m/s for 13 mil UPC at optimal focus
7	Scan angle	Horizontal: 47°; Vertical: 30°
8	Decode Capability	Reads standard 1D, PDF, 2D Symbologies
9	Pitch, Skew	: +/-60°, +/-70°

Table 3.0

S. No.	Description	Specification of Finger Print Multi card reader/issuer USB Type
1	Fingerprint Type	Optical
2	Resolution	500dpi
3	Gray Scale	256gray
4	Interface	USB 2.0
5	Certifications	KC, CE, FCC, ROHS, WHQL
6	Templates Type	ISO 19794-2, ANSI 378
7	Operating System	Windows, Android
8	Card Type	RF: 125KHz proximity card

Table 4.0

Annex B - Technical Evaluation Criteria

S. No.	Description	Criteria
1	Vendor shall provide Manufacturer Authorization Letter (MAL)	MUST
2	Project Implementation Plan (PIP)	MUST
3	Proof of similar nature projects/deployment of the same solution (Atleast five Purchase Orders to be attached)	MUST
4	Verifiable vendor offices for technical support and services atleast in Lahore, Karachi and Islamabad	MUST
5	Must be partner with principal for at least last five years. Attach proof.	MUST
6	Vendor must have their own software & hardware team to comply all hardware, software components & the integrations mentioned in the TOR's	MUST
7	Outsourced employee's self-service portal for leave management as per Annexure-A	MUST
8	Following support services need to be addressed in submitted proposal: • Response time • Resolution time-Emergency, Important, Alarms	MUST
9	Software and Hardware Training must be included in proposal. Remote Sites & HQ	MUST
10	Hardware Delivery and project completion in all aspects within 04-06 weeks.	MUST
11	BOQ and hardware technical specifications as per table 1.0, table 2.0, table 3.0 & table 4.0	MUST
12	Technical Specification of the software as per Annex-A. (Compliance is mandatory)	MUST
13	Two –year On Site comprehensive support (Hardware & Software) must be included in the proposal.	MUST
14	All passive work (network and power cabling with proper ducting) at each site shall be part of the solution. Turn Key.	MUST
15	Dynamic reporting should be part of the solution.	MUST
16	Source code to be provided to SECP team.	MUST
17	All the quoted hardware and software should be based on perpetual licensing model.	MUST
18	At least 30 customized reports shall be provided by the vendor.	MUST
19	Dash board required for the entire workforce depicting the current status such as present/ absent graphs, etc. at the given point in time.	MUST
20	Hardware deliveries, configurations & deployments should be completed within 04-06 weeks	MUST

Note:

- **Bidder must submit compliance status against the technical evaluation criteria.**
- **Bidder not compliant against any of the above "MUST" requirement will not be evaluated.**

Detailed Software Specifications of Attendance and Visitor Management System

Facial recognition-based Attendance, Access Control and Visitor management system is required by SECP. The system should be a web-based solution with unified central management and control center to manage access & administer all the provisioned devices from a single interface.

The solution shall be comprised of the minimum following modules.

- Administration, Access & Security Management System
- Human Resource Management
- Attendance & Leave Management System
- Visitor Management System
- Reporting
- Integration with SECP ERP, performance and promotion Management System
- Alerts in case of devices network disconnectivity or any other malfunctioning

1. Administration, Access & Security Management System

Administration, access & Security Management System should be providing comprehensive multi-level security to ensure proper authentication & authorization of MIS users as per role and their responsibilities which includes following:

- Add Users, Roles and Rights
- Roles & Rights Management for Authentication & Authorization
- Dashboard / Module Level Security
- Form / Menu / Control Level Security
- URL Level Encryption & Authorization
- Auditing & Logging
  - Login User Activities
  - Update / Delete History

2. Human Resource Management

The purpose of the HRMS is:

- Monitoring and control over work force in connection with their performance.
- To facilitate all concerned stakeholders i.e. higher Management, employees to keep track of their service record and leave management.
- To automate record and attendance management for use in Decision Support by the management.

Following depicts the salient features of Human Resource management system:

- Statistical Dashboard
- Employee Management
- Employee Profile
  - Personal Information
  - Official Information
  - Contact Details
  - Academic Details
  - Employment Record
  - Past Employment

- o Employee Certifications
- o Employee Trainings
- o Employee Languages
- o Employee Dependents
- o Skills Information
- Employee Posting Information
- Employee Transfers / Promotions
- Employee End of Service / Suspend / Terminate Management
- Employee Performance Management
- Employee Training Management with below feature set

  - o Annual Training Calendar
  - o Training Records / Status management

- Employee Self Service Portal having below features

  - o Employee self-service dashboard
  - o View profile
  - o View leave balance
  - o Apply for Leaves
  - o View My attendance Report
  - o Approve Subordinate's leaves functionality.
  - o View / Print Leave Balance Reports

3. Attendance Management System & Reports

Responsive Design (Accessible on Tablets and Mobile Devices also) Scalable solution (Expandable to multiple sites)

- Statistical Dashboards
- AMS Configuration like Holiday & leave category.
- Shift Management with Flexi timing.
- Leave Management
- Leave Policies
- Leave Request & Approval
- Manual Attendance
- My Attendance Report
- Calculations and Reporting of Working Hours, Late Arrivals, Early Leaving, Overtime
- Electronic Time Sheets
- Reports for Employee, Department, All Employees
- Reporting of Working Hours, Late Arrivals, Early Leaving
- Reports for Employee, Department, Division and for all Employees
- Reporting of Working Hours, Late Arrivals, Early Leaving
- Short leaves/official assignments Reports
- Cause list Report for lawyers
- Attendance Report for HODs
- Un-authorized absence Report
- Employee summarized and detail reports
- Leave summary & detail Reports
- Attendance summary and detail reports
- Individual employee Attendance Report
- Department & Location wise report

- Short Leave Report
- Average Working Hours Report
- Average Arrival Time Report
- Average Departure Time Report
- Average Working Hours Periodical Report
- Average Arrival Periodical Report
- Average Departure Periodical Report
- Number of Late Arrivals Report
- Number of Early Departure Report
- Designation Wise Attendance Report
- Access Log report e.g. Floor wise in-out timing
- Clocking Live Monitoring Report with Date range and device selection.
- Outsource employee attendance reports as per SECP requirements
- Leave Report for outsource employees
- Device Status Report E.g. Online, Offline,
- Device pulling/Pushing status report
- Device Alerts in case of disconnectivity and malfunctioning

4. Visitor Management System & Reports

The visitor management system should provide intuitive interface for managing visitor's entry and exit to the Commission and extraction of required reports.

Comprehensive Printable and Exportable Reports:

- Printing of Floors on all the visitor RFID cards along with a bar code on each card, VMS will also be integrated with proposed facial recognition devices and can capture (Facial Data), assign visitors to required destination/ Terminal only in a real time scenario at reception desk.
- Profile building of the visitor including his live pic and complete bio data. The profile data of the visitor should be available in printable form as well (When required).
- Employee summarized and detail reports
- My visitors list such as visitor full name, concerned employee name, department, extension number, visitor CNIC, time in and time out, floor and comments (if any).
- Employee Self Services for Visitor Management such as my visitors, my today's visitors, my visitors' calendar.
- Front desk operations by entering the data containing the information such as visitor full name, employee, extension number, time in, time out, floor, comments, visitors address, created by, email alerts, visitor contract no. email alert visitor arrival, departure time.
- Front desk reporting such as all visitors and today visitors.
- Movement of visitors on floors and duration of visit.
- Admin Reports such as specific date, specific floor, search by visitor name and etc.

5. Integration with SECP ERP and Performance & Promotion Management Systems

- Employee all information, transfer, termination etc. integration with Oracle.
- Leave Types & employee leave balances integration with Oracle.
- Transfer the attendance information from all devices to in-house implemented Oracle ERP on real time or in batch (which comes suitable).
- The transfer of data should be in automated way without any human intervention.

6. Middleware Software

Device Management Software with access control features.

Biometric Device & access control management
- Manage Users, transfer, restrict etc.
- Manage Access Groups & access Areas.
- Live Monitoring
- Manage Terminals
- Manage Terminal Users
- Privilege i.e. Access Rights
- Auth log - Live log (success, failed)
- Event Log

7. Platform & Technology

The proposed system should be a web-based application with a centralized database server and will have the following characteristics, with respect to platform and technology:

Architecture: The proposed system should be developed using n-tier architecture.
Database Server: Microsoft SQL Server
Operating System: Microsoft Windows

8. Separate Dashboard

Two separate organization domains dash board should be configurable and independent from each other. The employees access control and the reporting modules should be separate and independent in each and every aspect of different domain/organizations.

Format for submission of financial bid & Payment terms:

Please quote the financials in following format. Bidders can add as many rows to break down the cost as required.

Sr. #	Items Description	Qty/Job	Unit Cost with all applicable taxes	Total Cost with all applicable taxes
1- Hardware:				
1	Contactless Facial Recognition Time attendance and access devices at HO (Ground Floor and Basements at Turnstile Gates)	22		
2	Contactless Facial Recognition Time attendance and access devices at Head Office-Islamabad total 13 floors (02 devices at each floor)	26		
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7	WEB camera 3.0 MP, Autofocus, with H.264 support	2		
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10	Electromagnetic Lock single leaf, LED with cabling complete in all respect	28		
11	Push Button Fail-Safe (Emergency Button) installation at Ground and Basements of HO Building	3		
2- Software:				
12	Customized HR Module, AMS Module, Leave Management & Access Control Module with Dynamic Report Builder	1		
13	Middleware Software (Web based) 2000 terminals support along with 200,000 users support	1		
3- Services (Installation and Commissioning):				

Supply, installation, and configuration of Attendance and Visitor Management System

Sr. #		Qty/Job	Unit Cost	Total Cost
14	Complete installation, integration, testing & commissioning of system across SECP Locations (The Facial attendance machines must be delivered and installed in all aspects at multiple offices of the Commission (Head Office-Islamabad and company registration offices located at Karachi, Lahore, Quetta, Peshawar, Multan, Faisalabad, Sukkur and Gilgit-Baltistan)			
15	Integration of the solution with existing SECP's Oracle ERP	1 Job		
16	Manual Push Buttons installations with all turnstile gates deployed at entry-exit points			
17	Separate power cabling for all devices on each floor (complete in all respect)			
	Grand Total (A):			
Sr. #	**Items**	**Qty/Job**	**Unit Cost**	**Total Cost**
	Support Cost required for calculating TCO			
	2nd year estimated support cost/license cost			
	3rd year estimated support cost/license cost			
	4th year estimated support cost/license cost			
	5th year estimated support cost/license cost			
	Grand Total (B):			

* Support cost for 1st year shall be considered part of the quoted hardware.

- The Commission reserves the right to purchase the required equipment either with or without the support of 2nd year and onward.
- Commission reserves the right to exclude/Include any of the above-mentioned requirement.
- Bid found in compliance of the MUST/mandatory requirements in technical evaluation and quoting lowest price shall be selected.

Great Grand total = Grand total (A) + Grand total (B)
Bid security shall be submitted against Great Grand Total.

Payment terms:

Payment terms would be as follow however it may vary at time of signing of the agreement

- i.   No advance payment will be made
- ii.   30% payment after complete delivery of hardware at our premises
- iii.   60% payment after complete installation, commissioning and configuration
- iv.   10% payment will be withheld for 06 months as retention period