



## OFFICE OF THE PURI MUNICIPALITY, PURI

Letter No. 8114 Dated. 06.09.25



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### EXPRESSION OF INTEREST FOR "SELECTION OF AGENCY FOR INSTALLATION AND OPERATION OF BIO-METRIC ATTENDANCE FOR SANITATION WORKERS WORKING UNDER PURI MUNICIPALITY, PURI "

Puri Municipality invites Expression of Interest (EOI) for "Selection Of Agency For Installation And Operation Of Bio-Metric Attendance For Sanitation Workers Working Under Puri Municipality, Puri". The details terms & conditions can be downloaded from the website [www.purimunicipality.nic.in](http://www.purimunicipality.nic.in) & [www.puri.nic.in](http://www.puri.nic.in). The detail Technical & Financial proposal in conformity with the terms and conditions of the EOI documents shall be submitted to the office of the Executive Officer, Puri Municipality, Puri on or before Dt. 18.09.2025 at 05.00 PM through speed post/Regd. Post only. The Technical bids will be opened on Dt. 19.09.2025 at 12 PM in the office chamber of the Executive Officer, Puri Municipality, Puri.

The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

  
Executive Officer,  
Puri Municipality, Puri.

Memo No 8115 / Date 06.09.25

Copy submitted to Collector, Puri/Superintendent of Police, Puri for favour of kind information and necessary action.

  
Executive officer,  
Puri Municipality, Puri

Memo No 8116 / Date 06.09.25

Copy to office Notice Board/Head Asst./Gen & Misc. section, Puri Municipality, Puri for information and necessary action. General Section should take steps to publish in two Local Oriya newspaper and One English newspaper for one day on or before Dt. 08.09.2025.

  
Executive officer,  
Puri Municipality, Puri

Memo No 817 / Date 06-09-25

Copy along with copy of DTCN to the District Information Officer, National Informatics Centre Puri for information and necessary action. He is requested to upload the advertisement in the website [www.purimunicipality.nic.in](http://www.purimunicipality.nic.in) & [www.puri.nic.in](http://www.puri.nic.in).

  
Executive officer,  
Puri Municipality, Puri

Memo No 818 / Date 06-09-25

Copy along with copy of DTCN to the District E- Governance Manager Collectorate, Puri for information and necessary action. He is requested to upload the advertisement in the District website <https://puri.odisha.gov.in>.

  
Executive Officer,  
Executive Officer,

Memo No 819 / Date 06-09-25

Copy along with copy of DTCN to the Addl. Executive Officer (Finance), Zilla Parisada, Puri/Municipal Engineer/Addl. Executive Officer/Health officer, Puri Municipality, Puri, Puri information and necessary action. They are requested to attend during the tender opening on Dt. 19.09.2025 at 12 PM, being the Purchase/Tender committee member.

  
Executive officer,  
Puri Municipality, Puri

Executive Officer,  
Puri Municipality, Puri

Expression of Interest (EOI) for supply, installation & maintenance of face recognition based  
Biometric Attendance System in Puri Municipality



**PURI MUNICIPALITY**

EOI No: /2025

Date:

**Expression of Interest (EOI)**

**For Supply, Installation & Maintenance  
of Face Recognition Based Biometric  
Attendance System in Puri Municipality**

  
Executive Officer,  
Puri Municipality, Puri

Expression of Interest (EOI) for supply, installation & maintenance of face recognition based Biometric Attendance System in Puri Municipality

**DISCLAIMER**

This document is issued by Puri Municipality for inviting Expressions of Interest (EOI) from eligible bidders for Supply, Installation & Maintenance of Face Recognition Based Aadhaar Enabled Biometric Attendance System (AEBAS). The purpose of this document is to provide background information and scope of work to assist bidders in preparing their proposals. Puri Municipality reserves the right to cancel, amend, or withdraw this document without assigning any reason.

**EXPRESSION OF INTEREST (EOI)**

Puri Municipality proposes to implement Face Recognition based Aadhaar Enabled Biometric Attendance System (AEBAS) to ensure transparent, accurate, and real-time attendance recording for all categories of staff and workers under its jurisdiction. Therefore, Puri Municipality invites Expressions of Interest from eligible firms/companies/agencies for Supply, Installation, and Maintenance of Face Recognition Based Aadhaar Enabled Biometric Attendance System for attendance management of municipal officials, sanitation workers, and other engaged personnel.

The proposed system will cover an estimated 1,200+ personnel at the initial stage, with attendance marking through approximately 55 mobile devices (administrators) at designated office locations. The scope may increase in future in view of organizational expansion.

**DATA SHEET**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Authority	Executive Officer, Puri Municipality
2	Mode	Offline submission (Speed/Registered Post/Courier)
3	Proposal Validity	60 Days
4	Publication Date	08/ 09 / 2025, 10:30 PM
5	Pre-Bid Meeting at Chamber of Executive Officer, Puri Municipality	12/09/2025
6	Last Date for Submission	18/ 09 / 2025, 5:00 PM
7	Opening of Technical Proposals	19/ 09 / 2025, 04:00 PM
8	Bid Processing Fee (Non-refundable)	₹1,000/- (One Thousand Only) in favour of

Expression of Interest (EOI) for supply, installation & maintenance of face recognition based Biometric Attendance System in Puri Municipality

		"Executive Officer, Puri Municipality" payable at Puri
9	Contact Person	Executive Officer, Puri Municipality
10	Venue for Opening	Chamber of Executive Officer, Puri Municipality

### Scope of Work

- Supply, installation, and configuration of Face Recognition devices (mobile application-based)
- Initial registration of all personnel with facial biometric data
- User training for designated administrators (Admins)
- 3-year maintenance & technical support, with provision for future expansion
- The Authority may request for installation of some fixed biometric machines in future if demand arises. In that case, the bidder must be able to provide the same and integrate it in the same dashboard.

### Technical Requirements (Minimum)

- Aadhaar/any other Face RD Service compatibility
- High-resolution front camera ( $\geq 5$  MP)
- 4G/5G SIM & Wi-Fi connectivity
- GPS-enabled with geo-fencing support
- Cloud/server integration with AEBAS APIs

### Minimum Eligibility Criteria

- Registered firm/company/agency with valid PAN & GST
- Minimum 3 years' experience in biometric attendance systems or ICT-based workforce management
- At least 2 completed projects of similar nature in the last 5 years
- Annual turnover must be 20 lakhs per year in last three financial years
- Must not be blacklisted or dashboard by any Central Govt./State Govt./PSU/ULB in india.

#### 1. Evaluation Criteria

Evaluation of the Technical and Financial proposals will be based on Quality Based Selection (QBS) mode.

(i) Bids will be checked for responsiveness and eligibility, against eligibility criteria mentioned.

(ii) Bids which are found responsive and satisfy the eligibility criteria will be evaluated against the evaluation criteria only if a bid scores more than 60% marks in the technical evaluation (60), its financial bid will be considered to be opened.

Expression of Interest (EOI) for supply, installation & maintenance of face recognition based Biometric Attendance System in Puri Municipality

(iii) The bidder quoted lowest in the financial bid to be considered as L1 and would be awarded as successful bidder. In any circumstance if the L1 bidder is disqualified, rejected or could not start the work in the mentioned time line then the bidders quoted L2 to be considered or so on.

i. **Table 1: Evaluation Criteria**

Sl.no.	Parameters	Maximum Marks
1	<u>Turnover - annual turnover</u> (three years not before 2022-23): <b>Rs.20 Lakhs - 15 marks,</b> <b>Above Rs. 20 Lakhs. - 20marks</b>	20
2.	3 years' experience in biometric attendance systems or ICT-based workforce management <b>3 years experience - 15 Marks</b> <b>Above 3 years experience- 20 Marks</b>	20
3	<u>Experience of working on similar nature of work</u> <b>Two Projects - 5 Marks</b> <b>Three or more Projects - 10 Marks</b>	10
5.	<b>Technical Presentation</b> <b>(Dashboard, generation of reports in daily and monthly basis, customization by Admins, process flow of taking attendance etc)</b>	50
<b>TOTAL</b>		<b>100</b>

**Bidding Process**

- Two-Cover System: Technical Bid & Financial Bid
- EMD: ₹50,000/- (refundable) to be submitted in the form of Demand Draft in favour of "Executive Officer, Puri Municipality" payable at Puri
- Performance Security: 5% of contract value
- Bid processing fees of ₹1,000/- (One Thousand Only) in the form of Demand Draft in favour of "Executive Officer, Puri Municipality" payable at Puri

**Deliverables**

- Complete installation and commissioning within 30 days of LoA
- Registration of all personnel in the system

Expression of Interest (EOI) for supply, installation & maintenance of face recognition based  
Biometric Attendance System in Puri Municipality

- Training for designated mobile app administrators and office staff
- Ensuring system uptime  $\geq$  98% and timely technical support

**Financial Proposal**

Bidders shall quote:

1. Per user cost for mobile-based attendance marking (including application, integration, and support)
2. Software setup & integration charges
3. Annual Maintenance Cost (post-warranty)
4. Any other charges applicable for the project.

**ANNEXURES**

**Annexure 1: Bidder Information Form**

Name of the Bidder	
Registered Address	
Contact Person & Designation	
Contact Number & Email	
PAN Number	
GST Number	

**Annexure 2: Declaration of Non-Blacklisting**

To,  
The Executive Officer  
Puri Municipality  
Puri, Odisha

Sir,

We hereby declare that our firm/company/agency is not blacklisted or debarred by any Central Government/State Government/PSU/ULB in India for any reason whatsoever.

We further declare that the information provided in our proposal is true and correct to the best of our knowledge and belief. If any information is found to be false, our bid is liable to be rejected.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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Authorized Signatory: \_\_\_\_\_  
Name & Seal of the Bidder

**Annexure 3: Financial Bid Format**

Name of the Bidder: \_\_\_\_\_

Sl. No.	Description	Unit	Unit Price (INR)
1	Mobile-based Attendance Application, Software Setup & Integration Charges and all other works related to the activity (Per User License)	Per User	
2	Fixed Face Recognition Attendance Device, Software Setup & Integration Charges and all other works related to the activity (Per User License)	Per User	
3	Annual Maintenance Cost (Post-Warranty)	Per Year	
4	Service Charges (3.85 - 7) percentage of total cost (not included for Annual Maintenance)		

Note: The prices should be inclusive of all taxes, duties, and levies.

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**Annexure 4: Past Experience Format**

Sl. No.	Name of Project	Client Name & Contact	Project Value (INR)	Completion Date

**Note: The bidder must submit all experience related work orders, completion certificates and experience details attached to the bid signed by competent authorities and self attested by them. Any false submission found during verification in the documents shall be considered as rejection of the bid.**

**Annexure 5: Undertaking for Compliance**

We, the undersigned, do hereby undertake that we have read and understood the requirements and terms & conditions of the EOI/RFP and shall comply with all the provisions mentioned therein. We agree to provide the services and deliverables as per the scope defined in the RFP.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Authorized Name & Seal of the Bidder                      Signatory: \_\_\_\_\_