

**ALL Annexures**

**RFP for the Procurement of Time and Attendance System based on Biometric/Face  
Recognition/Proximity Card**

**[www.sbicans.com](http://www.sbicans.com)**

**SBI Capital Markets Ltd**

**Ref: CO/IT/2163**

**Date: 11-Feb-2022**

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**ANNEXURE-A****1.1 Bidders Profile**

1	Name of the Bidders Company				
2	Registered Office Address				
3	Year of Incorporation				
4	MD & CEO	Name			
		Telephone			
		Email			
		Designation			
5	Financial Details (for last 3 years) *		2018-19	2019-20	2020-21
	a. Turnover (Rs. In lakhs)				
	b. Profit after Tax (Rs. In lakhs)				
	c. Revenue from AMC/FMS (Rs. In lakhs)				
6	No. of years' experience in Time and Attendance Systems		(Qty)		
7	No. of Clients for the proposed solution		(Qty)		
8	No. of clients in BFSI/Public Sector segment for design, development and AMC services for the proposed solution		(Qty)		
9	Certification ISO 9001 or 27001 or CMM level 3, if any		PLs mentioned certifications if any		
10	Copy of GSTN No.				
11	Copy of PAN No.				
12	Bidders presence at SBICAP Locations (Own office / Partners office)				
13	No. of Active AMC Contract		(Qty)		

SIGNATURE OF BIDDER :  
 (Authorised Signatory)  
 NAME OF BIDDER :  
 DESIGNATION :  
 COMPANY SEAL :  
 DATE :

**Technology Enablement Form**

1	Development In-house / 3rd Party / outsourced	In house Solution
2	Solution Architecture	
3	IT Process Flow	Please attach
4	Data flow & Life cycle	The data will reside in SBICAP DC in Mumbai and will flow from App server to DB Server. All data and images will be part of SQL Database
5	Application / Licences details	
6	Technical Specs of equipment 1) UAT 2) Pre-Prod 3) Prod	Production Instance Only
7	Network Architecture & Diagram including Ports details	Pls attach
8	Firewall Access Rules (FAR) (Source, Destination, Ports)	PLs mention what ports required to be opened on firewall for application.
9	Cryptography – Encryption / Decryption minimum ( AES 256 ) SSL :- ( TLS 1.2 and Key length 2048 bit)	Pls describe
10	User Access Control	Pls describe
11	Privacy controls for Personal Identifiable Information (PII) data	Pls describe
12	Backup & Recovery document	Pls describe
13	Business Criticality of Application or Product (HIGH/ Medium/ LOW)	Medium
14	Summary of Dependency Index - estimated time & cost of development	
15	Area of dependency/ concern (Application - Open source, freeware, API details, Tools etc.)	
15	Whether OEM has performed appsec on the proposed software	

**ANNEXURE-C****1.2 Citation Format /Client References- (2 clients)**

S/N	<b>Ref 1</b>	
1	Client Name	
	Contact number	
	Email ID	
	Proposed Solution details	
	No. of Users	
	Date of implementation	
2	<b>Ref 2</b>	
	Client Name	
	Contact number	
	Email ID	
	Proposed Solution details	
	No. of Users	
	Date of Implementation	

**ANNEXURE-D****1.3 Template for Pre-bid Queries**

S. No.	Page No	Section (Name & No.)	Statement as per tender document	Query by bidder	Reason for Query
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Acceptance and Deviation of Any**

<b>S/N</b>	<b>RFP Section</b>	<b>Compliance Yes /No</b>	<b>Deviation of Any</b>
1	Eligibility Criteria		
2	Scope of Work		
3	Terms &Conditions of RFP		
4	SLA		

**NON-PRICE BID**

<b>S/N</b>	<b>Price Bid Line Item</b>	<b>Qty</b>
1	Time and Attendance Systems Hardware Proposed model and brochure	30
2	Time and Attendance Software Console with basic reports	
3	Proximity Card (If required)	600
4	Warranty 3 years and AMC 2 years	Yes/No
5	One Time Implementation	Yes/No

**Please add any missing items in above format**

**ANNEXURE-G**

**2 Commercial Bid Forms**

S/ N	Price Bid Line Item	Qty			
			Year 1-3	Year 4	Year 5
1	Time and Attendance Systems Hardware	30	(1)	(5)	(6)
2	Time And Attendance Software console (Centralized) with basic reports	1	(2)		
3	Proximity Card (If required) One Time	600	(3)		
4	One Time Implementation	-	(4)		
5	Total		(1+2+3+4)	(5)	(6)
	Grand Total		(1+2+3+4+5+6) Taxes Extra		

- Bidder shall add any missing items in the above format
- SBICAP reserves the rights to remove any line item or reduce the quantity from above Bill of Material