



CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY  
(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)  
4, Raja S. C. Mullick Road, Jadavpur, Kolkata – 700032 India  
PHONE: +91 33 2483-1982 EPABX: +91 33 2499 5837, 5788  
FAX: + 91 33 2473-5197 website: <http://www.iicb.res.in>



PURCHASE ORDER

M/s Fortuna Impex Pvt. Ltd, P-73, Kasba Industrial Estate, Phase-II, Anandapur, Kolkata 700107  Email: <a href="mailto:info@fortunaindia.com">info@fortunaindia.com</a> <a href="mailto:sales@fortunaindia.com">sales@fortunaindia.com</a>	PO No.	IICB/PUR/2025-26/663/590/148
	Date	20.11.25
	Subject	Procurement and Upgradation of Local Biometric Attendance System for Jadavpur and Salt Lake Campus
	Your Ref.	Your quotation against our Tender Reference No.: IICB/PUR/2025-26/663/590/148 , and your email dated 16.10.25 and 20.10.25

Sub: Award of contract for Supply, Installation Testing and Commissioning and Upgradation of Local Biometric Attendance System for Jadavpur and Salt Lake Campus

Ref:

1. Your quotation against our Tender Reference No.: IICB/PUR/2025-26/663/590/148
2. Your email dated 16.10.25 and 20.10.25

Sir/Madam,

I am directed to inform you that after evaluating the bid documents submitted by you as referred above, the Director, CSIR-Indian Institute of Chemical Biology is pleased to inform you that you have been selected as the successful bidder for the supply, installation and commissioning and upgradation of **Local Biometric Attendance System for Jadavpur and Salt Lake Campus**. Accordingly, you are requested to arrange for Supply, Installation & commissioning of the offered item/items as detailed below:

Sl. No.	Estimate Description	QTY	UNIT PRICE [ INR ]	TOTAL PRICE [ INR ]
1	Finger Punching Biometric Attendance Recording Terminal with a minimum 4-hour battery backup, including installation, upgradation, and Integration.	06	27,000.00	1,62,000.00
2	Compatible licensed web-based responsive Software for Employee Master Terminal, Finger Template Enrolment Management, Data Management, Leave Module, and customized MIS report.	01	92,000.00	92,000.00
3	Compatible Smart Card and Finger Enrolment Device.	01	23,000.00	23,000.00
4	Compatible Access Smart card for Finger replacement.	50	50.00	2,500.00
5	Software Upgradation and Data Migration, installation, and integration, and services as per Specifications and Scope of Work (As per Annexure A)	01	12,000.00	12,000.00
Detailed specifications of the items shall strictly conform to those specified in Purchaser's Tender Document No.: IICB/PUR/2025-26/663/590/148 [published as a STE on CPP portal of Government of India with tender ID 2025_CSIR_246954_1] and complied by Supplier in				

25/11/25  
20/11/25



their quotation/offer against our Tender Reference No.: IICB/PUR/2025-26/663/590/148 , and your email dated 16.10.25 and 20.10.25		
Grand Total		2,91,500.00
Add : GST @ 18%		52,470.00
F.O.R. CSIR-IICB Kolkata Price		3,43,970.00
		<i>Rupees Three Lakh Forty Three Thousand Nine Hundred and Seventy only</i>

The Purchase Order shall be governed by the terms and conditions as stipulated in CSIR-IICB Tender Document. The technical specifications and other allied features of the ordered goods and services shall strictly conform to those specified in the CSIR-IICB Tender Document.

Attention of the Supplier is also invited to the following conditions:

1	Price basis	F.O.R. CSIR-IICB Kolkata
2	Delivery period [ for supply and installation of the ordered goods ]	The entire obligations of supply and installation of the ordered goods shall have to be completed within 20.12.2025. Purchaser reserves the right to ask for a joint inspection of the delivered goods in the presence of supplier's representative.
3	Delivery site	CSIR-IICB, Jadavpur Campus, Kolkata, West Bengal 700032 and CSIR-IICB TRUE Campus, Salt Lake, CN-06, CN Block, Sector V, Bidhannagar, Kolkata, West Bengal 700091 ( As per Annexure B)
4	Taxes & Duties	GST @18% shall be applicable on the order value.
5	Installation and Commissioning	The ordered goods shall be installed and commissioned by Supplier's engineers within the delivery period stipulated in this Purchase Order. Once installation is completed, necessary training shall be imparted to Purchaser's Scientists/Technical Officers etc. for effective operation and maintenance of the equipment.
6	Warranty	01-year onsite warranty for all supplied items and services to be effective from the date of successful installation and commissioning.
7	Payment Terms	The payment shall be made in Indian Rupees as follows:  100% payment within 30 days after completion of successful delivery and installation subject to complete satisfaction of user division against submission of bills, challans, inspection reports, etc.  <b>Note: All payments due under the Contract shall be paid after deduction of statutory levies at source (like ESIC, Income Tax, etc) wherever applicable.</b>
8	Performance Bank Guarantee / Performance Security	Not Applicable
9.	Penalty Clause	Subject to Clause on Force Majeure, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, <b>a sum equivalent to 0.5% of the delivered price of the delayed Goods or unperformed Services or contract value in case the delivered price of the delayed goods or unperformed services cannot be ascertained</b>

*20/11/25*

		from the contract, for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10%. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to Clause on Termination for Default.
--	--	--

The Purchase Order shall be governed by the terms and conditions laid down in our tender document vide Tender Document No.: IICB/PUR/2025-26/663/590/148 [published on CPP portal of Government of India with tender ID 2025\_CSIR\_246954\_1].

You are requested to send us the Order Acknowledgement immediately and in any case within 14 days of receipt of this Purchase Order.

This Purchase Order constitutes a binding contract between you as the Supplier and CSIR-Indian Institute of Chemical Biology as the Purchaser.

Yours faithfully,

25/11/25  
20/11/25

Section Officer (Stores & Purchase)  
For and on behalf of the CSIR-Indian Institute of Chemical Biology, Kolkata



## Annexure A

1. Upgradation of LBAS Attendance System, which includes supply of Attendance Recording Terminals, Smart Card and Finger Enrolment Device, Smart Cards, Compatible Software, Installation and Integration as per attached Specification and Scope of Work

### Technical Specifications & Scope of Work

Sl. No	Description of the Item
1 (a)	<p><b>Finger punching Biometric Attendance Recording Terminal:</b> <b>Qty.06</b> (CSIR-IICB Jadavpur &amp; Salt Lake Campuses together)</p> <ul style="list-style-type: none"><li>• It should work either finger punching, card punching, and both.</li><li>• Feature should be available for online push data to server over LAN.</li><li>• A fingerprint sensor and smart card reader should be included and available.</li><li>• Auto updating of template (every finger punch) must be up to date with server data base instantly available.</li><li>• Built-in Battery with min. of 4 Hrs. Back up</li><li>• Min. 2 fingerprint templates per employee enrolment.</li><li>• Min 16 Character Alpha Numeric</li><li>• Flash: 8 MB Flash or Higher</li><li>• Power Saving: Power Saving when in Battery Mode.</li><li>• Features: It should have features like Time Masking,</li><li>• Power: SMPS Power Supply with continuous operation on 90 -260 V, 50Hz.</li><li>• Each terminal has a storage capacity of min. of 5000 fingers or cards punching data can be stored in offline mode.</li><li>• The biometric devices shall work in offline mode (when the connection is down) and must synchronize with the central server when connectivity is restored.</li><li>• Device should be able to store a minimum of 50,000 Records in offline mode</li><li>• Provision should be available for smart card punching instead of finger punching. (Both the feature provisions required either finger or card marking attendance.)</li><li>• Enrolled Finger Templates may be pushed to the Server for a Centralised repository of Finger.</li><li>• Provision of attendance data, provisioning and de-provisioning should be available without losing the attendance report, as per the requirement by the organization</li><li>• Feature should be available for Smart card data for marking attendance can be restricted as required by the admin.</li><li>• Provision should be available to configuration terminal through remote.</li><li>• Data Uploading from biometric devices to the central server should be real-time, and in case of any failure of biometric records updating, provision of error reporting should be present in the system. Further.</li><li>• 16 Key Keypad for Administrative Functions.</li><li>• LED Indication for Acceptance &amp; Rejection while marking attendance.</li><li>• Error Management: The errors management and alerting system must be enabled for all types of errors to identify the problem quickly.</li></ul>

20/11/2011



1 (b)	Smart Card and Finger Enrolment Device Qty: 1	The Compatible Smart Card and Finger Enrolment Device / Scanner must be supplied along with the order for configuration of a smart cards and finger enrolment must be Supplied, Installed and Integrated.
1 (c)	Access Smart Cards: Qty: 50	Compatible smart cards must be supplied along with the order. The Smart Card should work like a finger punching replacement.
1 (d)	<b>Compatible Licensed Software:</b> Compatible and customized Licensing Software must be supplied for Managing all types of day to day activities of the terminal side, user side and server side, admin side related to entire attendance process and management. Online Web based platform for Employees Management, Terminal Management, Finger and Card Management, Data Management, Reports Generation and Management, Leave Management, Backup and Storage Management etc. Qty: 1	
	<ul style="list-style-type: none"> <li>• <b>Employees Management:</b> The Software should capable of managing all end to end activities of employees.</li> <li>• <b>Terminal Management:</b> The Software should capable of monitor and manage the terminal device activities and health.</li> <li>• <b>Finger and Smart Card Management:</b> The Software should capable of handling finger enrolment, reenrolment and de enrolment etc. activities related to finger and Smart card management.</li> <li>• <b>Migration:</b> The existing all data must be migrated to the new software and database so that the old data can also available for the users &amp; administrators.</li> <li>• <b>Data Management:</b> The Software should cable of managing the data of All Employees, Terminals. The Attendance data must also migrate where ever possible. The enterprise level security and features like proper backing up, retrieval and restoration.</li> <li>• <b>Leave Management:</b> The Software should capable of end to end leave management module with different hierarchical users to upload, update, approval, record the leaves, customization of reporting etc. The Leave may have allowed to user side and admin side either for feature, present and backdated.</li> <li>• <b>Backup &amp; Restore:</b> The backup and restore features must be available to enable disaster management plan. The auto scheduled backup of whole data must be enabled to the external devices. The cases like the data can be retrieved and restored to other server without data loss during primary server down etc. must also be enabled. Migration to the new server either the whole software including the data also scope of the vendor.</li> <li>• <b>Software Compatible:</b> The Software may compatible with Windows or Linux OS</li> </ul>	

25/11/25  
20/11/25



1 (e)

**Scope of Work:**

**Accessories:**

- All necessary accessories including hardware and software, wall mountable accessories for the terminals, power cables, data cabled etc. must supplied along with the order.

**Installation, Integration and Migration:**

- The items like terminal devices must be configured and installed physically at both the campuses of the institute as per the IT Division directions.
- The Biometric Terminals of both the campuses should be connected with new software hosted at Jadavpur Campus Server along with necessary configuration, LAN Connectivity and Integration.
- The data of old terminals which is not synchronized to the server also migrated to the new software before discarded the old terminals.
- Installation of Scanner either Finger or Card must be done properly as per the functionality to the new software.
- The vendor should configure and install the new software at existing server / new server properly without disturbing the old setup and migrate all possible old data of employees, terminals, attendance data etc. to the new software.
- After successful installation and configuration of terminals, data migration to the new software & data base, proper LAN connectivity configuration etc. the vendor should conduct an end to end test for functionality including generation of customized reports with current and old data with different test cases.
- The vendor should ensure to migrate all employee's data to the new software so that the existing registered users should also able to continue the attendance without re registration with new software and terminals.
- All Software and Hardware must be compatible with each other.
- The vendor should also configure the server as per the requirement but server will be provided by the CSIR-IICB.
- Since attendance is sensitive to the employees, planning must be done time bound manner and with out any down time during the migration with new system.
- The proper Backup options should be enabled by the vendor during installation and configuration to keep the data and configurations safe for future use. The vendor should configure and enable the external backup procedures with available resources with CSIR-IICB.

**Software Accessing, Reports Customization & Generation:**

- The web based software which is accessed through LAN must be enabled for admin users, sub admins and admins.
- The web based software should be user name and password protected.
- The hierarchical modules may be enabled for the users, sub admins and admins based on the permissions given by the super admin.
- The dash board may provide for every login user based on the modules enabled to manage, to view and to alert the user for different aspects and reports generation.

20/11/24



- Web-based report viewing and report generation including downloading and printing facility must be enabled for end user, sub admins and admins based on the permissions enabled for the respective users.
- The main admin or super admin may have provision to create users and overall controlling permissions to monitor and assign the modules rights.
- The sub admins and admins should have options to generate the reports as per the requirement with different types like day wise, week wise, month wise, between dates, employee wise, department wise, organization wise etc.
- The users also must have the dash and report generation options like daily, monthly and between dates.
- The generated reports either through admin or sub admin or end user must be same format and data.
- The customized report generation options must be enabled by the admin as per the organization's requirement.
- The vendor shall responsible for customization of the report as per the requirement of the institute must be done by the vendor.
- The movement register also should enable for different combinations to generate the reports for user, sub admins and admins.
- The Leave module should also implement, integrate with new software for end to end functionality along with attendance system and reporting system.

**Technical Support & Warranty:**

- Support level hierarchy, contact details required.
- Support response within four hours after call log either online or offline.
- Through remote support if the problem been not solved then the service engineer has to visit CSIR-IICB Jadavpur or the Salt Lake campus immediately.
- One-year on-site warranty for all supplied items and services.

**Other Terms & Conditions:**

- The Services, Installation, Integration and Migration should be done for both the campuses of CSIR-IICB Kolkata.
- Payment may have processed on successful Supply, Installation, Integration, and Migration with new software, installation of terminals including wall mounting and accessories, Testing and Documentation.

*Handwritten signature and date: 20/11/25*

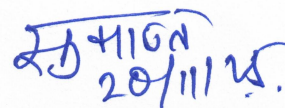
Section Officer (Stores & Purchase)  
For and on behalf of the CSIR-Indian Institute of Chemical Biology, Kolkata



**Annexure B**

**Installation will be the sole responsibility of the Supplier / Indian Agent. Installation to be done at CSIR-IICB, Jadavpur Campus, 4, Raja S.C. Mullick Road, Kolkata 700032 & CSIR-IICB, TRUE Campus, CN-06, CN Block, Sector V, Bidhannagar, Kolkata, West Bengal-700091 as given below:**

<b>Sl. No.</b>	<b>Material Description</b>	<b>Unit</b>	<b>Site of Installation</b>
01	Finger Punching Biometric Attendance Recording Terminal with a minimum 4-hour battery backup, including installation, upgradation, and Intergration.	06	04 Nos. at CSIR-IICB Jadavpur Campus
			02 Nos. at CSIR-IICB,TRUE Campus
02	Compatible licensed web-based responsive Software for Employee Master Terminal, Finger Template Enrolment Management, Data Management, Leave Module, and customized MIS report.	01	CSIR-IICB Jadavpur Campus
03	Compatible Smart Card and Finger Enrolment Device.	01	CSIR-IICB Jadavpur Campus
04	Compatible access Smart card for Finger replacement.	50	CSIR-IICB Jadavpur Campus
05	Software Upgradation and Data Migration, installation, and integration, and services as per attached Specifications and Scope of Work	01	CSIR-IICB Jadavpur Campus

  
20/11/25.

Section Officer (Stores & Purchase)  
For and on behalf of the CSIR-Indian Institute of Chemical Biology, Kolkata