

TECHNICAL SPECIFICATIONS FOR TIME ATTENDANCE SOFTWARE MODULE				
S.No.	Specifications	Essential/Desirable	Compliance (Y/N)	Remarks If any
1	Facilitates superlative range of flexible functions such as Multiple Organizations, Late-In, Early-Out Policy, Overtime Policy, Absenteeism Policy, Multiple Holidays, Holiday Schedules, Manual Entry and corrections of Entry-Exit Events and Attendance Summary	Essential		
2	Allows to create multiple branches, department, sections, designations, grades and categories	Essential		
3	Offers the leave management module covering different leave type creation, organization-wise leaves, leave request and approvals, leave balance management, leave accumulation and carry forward option and leave encashment option for organized leave management	Essential		
4	Sends SMS/ Email alerts for various pre-defined events such as User Events, Leave Application, Leave Approval/ Rejection, Monthly Attendance, and Missing In/ Out Punch to multiple users automatically on the occurrence of any such events	Essential		
5	Offers integration through API, database to database, and customized export template	Essential		
6	Allows creating 150+ time-attendance, leave, and shifts related reports and colorful charts using various filters and formats, also offers customized reports	Essential		
7	Offers generation of various statutory reports	Essential		
8	Offers an option to assign a new shift automatically based on user's punch details	Essential		
9	Manages 999 shifts and 999 schedules. Each Schedule can have 32 Shifts.	Essential		
10	Manages continuous shifts with Over time functionality. Manage overnight shifts	Essential		
11	Interprets User punches for entry or exit depending on attendance policy configuration	Essential		
12	Monitors late-in entry and early-out exit of employees based on their shift timings	Essential		
13	Allows calculating overtime on a daily, weekly, or monthly basis	Essential		
14	Facilitates converting overtime hours to compensatory off hours and offer additional leave or encashment options	Essential		
15	Allows creating multiple shifts and schedules with break time, grace time, off day, repeat days, etc. to manage workforce of organization	Essential		
16	Allows creating 30 holiday schedule groups with 32 holidays in each group	Essential		
17	Facilitates corrections and manual entries of entry-exit events like attendance records, overtime/C-OFF hours, late-in/early-out timings, etc.	Essential		
18	Send customized SMS and email messages to announce gatherings, meetings, latest news, changed rules, etc.	Essential		
19	Offers User Group wise options with Late-In, Early-Out, Overtime, C-OFF and Absenteeism Policies	Essential		
20	Offers generation of attendance summary that includes various employee data like attendance, leaves, weekly off and holidays organization-wise, department-wise and user defined period-wise	Essential		
21	Offers creating up to two levels of authorization for leaves and tour approval	Essential		

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Annexure-B

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S.No.	Specifications	Essential/D esirable	Compliance (Y/N)	Remarks if any
22	Facilitates defining common rules and parameters like number of duplicate punches allowed, auto shift correction, maximum late-in/early-out allowed time, password security, etc. as templates that can be applied globally to all users	Essential		
23	Software should support user license for 5000 Users and can be increased in future based on the requirement with additional licenses.	Essential		
24	Web based user friendly GUI application and real-time monitoring of machines/ door controllers from one place	Essential		
25	Built on 3-Tier, .NET Platform with MS-SQL or Oracle database, expandable and modular without change in the hardware	Essential		
26	Facilitates handling large corporations with multiple remote sites	Essential		
27	Supports automatic template distribution of credentials like Face, Fingerprint, RFID card, PIN etc.	Essential		
28	Provides head count of number of users in the premises	Essential		
29	Provides basic door access feature to users	Essential		
30	Provides raw swipe events	Essential		
31	Allows configuration of various software modules	Essential		
32	Supports upto 65000 door controllers and 1 million users in the network	Essential		
33	Provides an administrator's interface to manage-monitor data and the individual application modules	Essential		
34	Provides creation of login roles & rights	Essential		
35	Provides user photo display on large screen during access	Essential		
36	Offers multiple user configuration at a time	Essential		
37	Provides a search tool to allow authorized system users to examine the audit log files	Essential		
38	Allows the assignment of operator levels to define the system components that each operator has access to view, operate, change or delete	Essential		
39	Facilitates the door controllers in network to automatically push the data to server	Essential		
40	Offers database browse-search functionality utilities to browse the database tables	Essential		
41	Supports Dynamic DNS facility, thus eliminating Static IP requirement	Essential		
42	Offers virtual message board facility for posting daily notices, news, announcements	Essential		
43	Offers integration through database to database, through API	Essential		
44	Allows integration with SAP, ERP, HRM, Payroll, Tally through Web API	Essential		
45	Provides integration with different hardwares like door controllers, locks, readers, electronic door controlling devices, etc.	Essential		
46	Supports database posting, retrieval, removal and backup options	Essential		
47	Supports Active Directory integration	Essential		
48	Supports automatic SMS & E-mail notifications	Essential		
49	Offers generation of informative reports & charts with various filters, customized report templates and export reports in Excel, Word, PDF and XML etc.	Essential		
50	Supports automatic E-mail scheduler facility for different reports	Essential		
51	Supports automatic database backup facility at scheduled time	Essential		
52	Provides user enrolment management software module with user photograph upload facility, user verification functionality, enrolment functionality, user name and ID search functionality, etc.	Essential		

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53	Admin should be able to disable any user authentication on all machines or selective machines from console.	Essential		
54	Admin should be able to map users with machines like which user can punch on which machine.	Essential		
55	Feature of configuring polling of data from machines at intervals or schedule. Eg. Every 3 seconds or 5 seconds or time based like 08:00 AM then 08:30 AM, etc.	Essential		
56	While pushing data from machine to server, only new entries should be pushed and old data should not be pushed every time.	Essential		
57	License for software should be perpetual and should not be PC or OS dependent. Preferably License should be provided in Hardware USB Dongle.	Essential		
58	Support and Warranty of Software module should be for 1 year from date of final acceptance of solution. OEM should provide free software updates and patches during warranty period. Vendor/ OEM should provide onsite support in case of any software related issue.	Essential		
59	Installation to be done by vendor or OEM at HAL TAD Kanpur Factory Data Center	Essential		