



DR. MEGHNAD SAHA COLLEGE

Recognized by UGC u/s 2(f) & 12 (B)
Affiliated to University of Gour Banga
Website: www.drmscollege.ac.in

NAAC Accredited 'B'
(CGPA 2.42 in Cycle 1)

At - Ranipur
P.O. - Tilna, P.S. - Itahar
Uttar Dinajpur District
West Bengal, India
PIN 733128

Reference No. :

Date:

TENDER NOTICE Notice Inviting Quotations for Accounting Software

NIQ No.: MSC/NIQ /04/2026 - 27

20.08.2026

Sealed quotations are hereby invited from reputed organizations, firms, suppliers and eligible individuals for the supply/installation of **Accounting Software** for Dr. Meghnad Saha College, Ranipur, P.O.- Tilna, Itahar, Uttar Dinajpur.

Quotation Details

Tender Fees	Nil
Completion Period	15 days
Earnest Money Deposit to be submitted	NA
Date of Publishing	20.08.2026
Pre-bid Meeting Date & Time	NA
Clarification (If Any) End date and Time	NA
Bid Submission Start Date	20.08.2026
Queries (If Any)	NA
Last Date and Time for Submission of Bids	29.08.2026 (2:pm)
Date and Time of Opening of Technical Bids	02.09.2026(1:00pm)
Date and Time of Opening of Financial Bids	02.09.2026(2 :00 pm)

Eligibility Criteria

Prospective bidders must meet the following criteria:

- The bidder must be a registered legal entity/firm having valid PAN, GST Registration and Trade License, wherever applicable.
- The bidder must submit audited accounts of the last three (03) financial years.
- The bidder should possess relevant experience in supplying/installing biometric attendance or access-control systems and submit experience certificates/work orders for similar projects successfully completed.

Details of Specifications are Given Below

Sl. No	Specification	Unit	Ceiling rate with GST
1	Accounting Software: Tally Prime (Silver) - Accounting, inventory, Banking, - GST Compliance Validation, Auto Transaction Creation - Simplify GST & banking with connected solution (Direct Filing & Uploads, WhatsApp for Business, Auto GST Reconciliation, Connected Banking & Payments) - Online Report Access, Cloud Access, Online Data Consolidation - e-Invoice & e-Way Bill, Auto-GST Reconciliation & IMS, TCS & TDS, Direct Returns Upload & Filing - Report Dashboard, Personalised Reports, Report Analytics, Smart Find	01	Rs. 25000/-



(+91) 03523 277707
drmsc.itahar@gmail.com



LAT : 25.460298° N
LON : 88.196748° E

IMPORTANT INFORMATION

Address of Procurement Officer
The Principal
Dr. Meghnad Saha College
Ranipur, P.O. Tilna, P.S. Itahar, North Dinajpur, Pin-733128

- **Last Date for Submission:** Quotations must be submitted by **29.08.2026 up to 2:00 P.M.** (drmsctender@gmail.com)
- **Opening of Quotations:** Quotations will be opened in the presence of the members of the **College Purchase-cum-Tender Sub Committee on 02.09.2026(2:00 P.M.)**
- **Holiday or Closure:** If the College remains closed on the scheduled opening date, quotations will be accepted up to **2:00 P.M.** and opened at **2:30 P.M. on the next working day.**
- **Cancellation of N.I.T.:** The Tender-cum-Purchase Committee reserves the right to cancel the N.I.T. at any stage due to unavoidable circumstances or other valid reasons. No claim or compensation shall be entertained in this regard.
- **Final Decision:** In case of any dispute, the decision of the **Principal shall be final and binding**, subject to applicable rules.
- **Enquiry:** For further details, the agency may contact the **Office of Dr. Meghnad Saha College** or the **Bursar or Convener, Tender-cum-Purchase Committee.**

Submission of Bid Documents

The bidder shall submit the bid along with all the required documents in the prescribed formats, namely: **Forwarding Letter (Annexure-I), Financial Bid Letter (Annexure-II), General Information (Annexure-III), Undertaking (Annexure-IV), and Bid Security Declaration (Annexure-V).** All documents must be duly completed and signed by the authorized person.

Submission Details

Interested bidders are requested to submit their comprehensive quotation, comprising both Technical Bid and Financial Bid, in sealed envelopes clearly mentioning:

“QUOTATION FOR BIOMETRIC TIME ATTENDANCE MACHINE & ACCESS CONTROL SYSTEM”

The sealed quotation should be submitted in hard copy at the Office of the Principal, Dr. Meghnad Saha College, or **may be submitted through email at: (drmsctender@gmail.com)**

Technical Bid

The Technical Bid should include:

- Company/Firm profile, registration details and relevant experience.
- Valid PAN, GST Registration and Trade License documents, as applicable.
- Detailed technical specifications of the proposed biometric attendance and access-control system.
- Proposed implementation and installation plan.
- Delivery and installation timeline.
- Warranty and after-sales support details.
- Details of annual maintenance, if applicable.
- Client testimonials/work orders/experience certificates for similar projects (if any)

Financial Bid

The Financial Bid should clearly mention:

- Basic price of the equipment.
- GST and other applicable taxes.
- Installation and commissioning charges, if any.
- Transportation/delivery charges, if any.
- Total cost including GST.
- Warranty period.
- AMC/recurring charges, if applicable.

The total quoted price must not exceed the ceiling rate of Rs. 25,000/- per piece including GST.

General Terms and Conditions

1. Quotation should mention price including GST.
2. Quotation should mention any additional charges if applicable.
3. Delivery Period: 15 days from the date of Placing Order
4. Since the procurement is done by Dr. Meghnad Saha College, payment will be made through Cheque. Successful bidder has to produce firm details and bank account in prescribed format (Annexure-III) for payment.
5. Sealed Quotations have to be submitted and dropped in the specified Tender Box kept at the College Administrative Block between 12 noon to 4 PM on working days (Monday to Friday)
6. The Financial Bid shall comprise of price including GST, total price, extent of discount, if any and to be submitted in Annexure II (separate Envelope).
7. The Technical Bid and the Financial Bid shall be submitted in two separate sealed envelopes with board heading mentioning the name of the item (Technical Bid or Financial Bid) and quotation No. on the envelope containing documents. The sealed envelopes of Technical Bid and Financial Bid should be submitted in a large sealed cover mentioning the Tender No. and be addressed to the Principal, Dr. Meghnad Saha College, Itahar, Uttar Dinajpur, Pin-733128
8. The Financial Bids of only those who have been found to be technically qualified will be opened.
9. Acceptance of the lowest offer is not binding to the authority
10. The DMSC reserves the right to accept or reject any or all tenders without giving any reason whatsoever

Mode of Payment:

- Payment for the supplied items shall be made through **NEFT/RTGS** only after satisfactory delivery and verification of the materials.
- Applicable **TDS and other statutory deductions** shall be made from the payment as per the prevailing rules.
- The College may withhold or adjust any amount from the payment towards applicable taxes, penalties, or other recoverable dues.
- **No advance payment shall be made** under any circumstances.

Penalty for Delayed Supply

In case of delay in supplying the ordered items without a valid reason, the College may impose a penalty of **1%** of the total order value. Depending on the period and circumstances of the delay, the penalty may be increased up to a maximum of **5%** of the total order value. The decision of the competent authority in this regard shall be final, subject to applicable rules.

Verification of Documents

If any document submitted by a bidder is found to be false, forged, or fabricated, the bid shall be rejected immediately, and appropriate action may be taken as per applicable rules.

Dr. Meghnad Saha College's Rights:

- **Right to Accept or Reject:** Dr. Meghnad Saha College may accept or reject any or all tenders, fully or partly, and to cancel the tender process without assigning any reason. The College shall not be bound to accept the lowest bid.
- **Modification of Terms:** The College may modify, amend, or relax any terms and conditions of the tender before the last date of submission, if necessary.
- **Compliance and Canvassing:** Bidders must follow all tender rules. Any attempt to influence or canvass the College may lead to cancellation of the quotation. The decision of the College shall be final.
- **Award of Work:** The College reserves the right to award the work to one or more successful bidders, depending upon its requirements and the suitability of the bids.
- **Blacklisting:** A bidder may be blacklisted for an appropriate period if, without sufficient justification, the bidder fails to honour the bid or the terms of the work order after award.
- **Genuine and Branded Products:** All quoted and supplied items must be genuine, of the required specifications, and of the specified brand. Any non-genuine, defective, or substandard material shall be rejected and replaced by the bidder at its own cost.
- **Validity of Tender:** The tender shall remain valid for **three months from the date of issue**. If no supply/work order is issued within this period, the tender process may be initiated afresh.
- **Final Authority:** All decisions of Dr. Meghnad Saha College regarding the tender, evaluation, award, rejection, or cancellation shall be final and binding, subject to applicable rules and regulations.

Discretion of the College

Dr. Meghnad Saha College reserves the right to defer, modify, or cancel the proposed purchase, even after selection of the vendor, due to financial constraints, administrative requirements, or other valid reasons. The vendor shall have no claim for compensation or damages in such circumstances.

Dispute Resolution and Arbitration

Any dispute arising out of the contract shall first be resolved through mutual discussion between the College and the Contractor. If the dispute remains unresolved, it shall be referred to arbitration under the **Arbitration and Conciliation Act, 1996**, and applicable rules. The arbitration shall be held at **Raiganj, Uttar Dinajpur, West Bengal**. The Arbitrator shall be appointed by the Principal, Dr. Meghnad Saha College, and the decision shall be binding on both parties, subject to law.

Legal Jurisdiction:

All legal disputes related to this tender or contract shall be dealt with by the competent courts at **Raiganj, Uttar Dinajpur, West Bengal**, only.


21.08.2026

Principal

Dr. Meghnad Saha College
Ranipur, Tilna, Itahar, Uttar Dinajpur

Prof. (Dr.) Amit Bhowmick
Principal

Dr. Meghnad Saha College
Ranipur, Tilna, Itahar
Uttar Dinajpur, 733128, W.B.

Copy Forwarded for Information and Necessary Action

1. The Sub-Divisional Officer, Raiganj, North Dinajpur.
2. The Block Development Officer, Itahar Block. North Dinajpur
3. The Pradhan, Itahar Gram Panchayat, North Dinajpur
4. College Notice Board and College Website, Dr. Meghnad Saha College
5. Convenor, Purchase-cum-Tender Sub-Committee, Dr. Meghnad Saha College
6. Convenor, Website Development Committee, Dr. Meghnad Saha College.

B 20/08/2026
Bursar
Dr. Meghnad Saha College
Ranipur, Tilna, Itahar,
N/Dinajpur
Dr. Meghnad Saha College
Itahar (Ranipur), Uttar Dinajpur.

Saha 20/8/2026
Convenor
Dr. Meghnad Saha College
Ranipur, Tilna, Itahar,
N/Dinajpur
Convenor
Purchase cum Tender Sub-Committee
Dr. Meghnad Saha College
Ranipur, Tilna, Itahar, U/Dinajpur

A. Bhowmick 20.08.2026
Principal
Dr. Meghnad Saha College
Ranipur, Tilna, Itahar,
N/Dinajpur
Prof. (Dr.) Amit Bhowmick
Principal
Dr. Meghnad Saha College
Ranipur, Tilna, Itahar
Uttar Dinajpur, 733128, W.B.